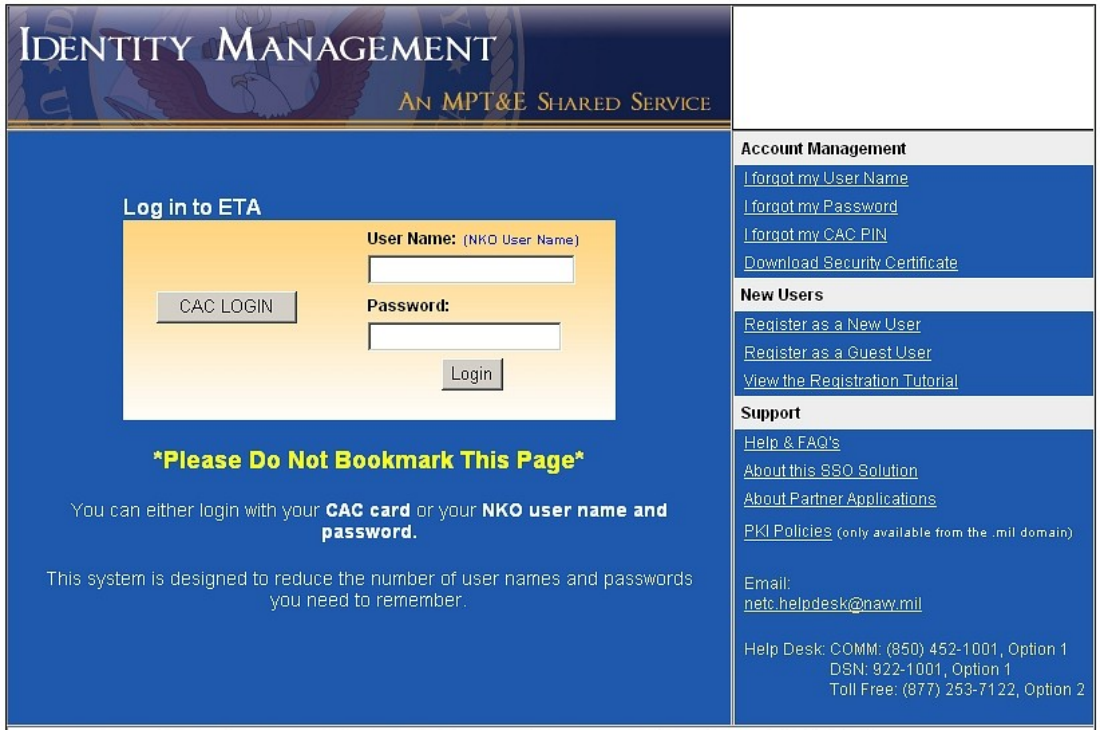
Requirements for WebTA

- Email address of your CO or By Direction
- Your RUC/MCC
- Command phone number
- Name of the school attending
- Course name and number
- Tuition amount per credit
- Number and type of credit hour
- Amount of any applicable fees
- Email address

Eligibility to use WebTA

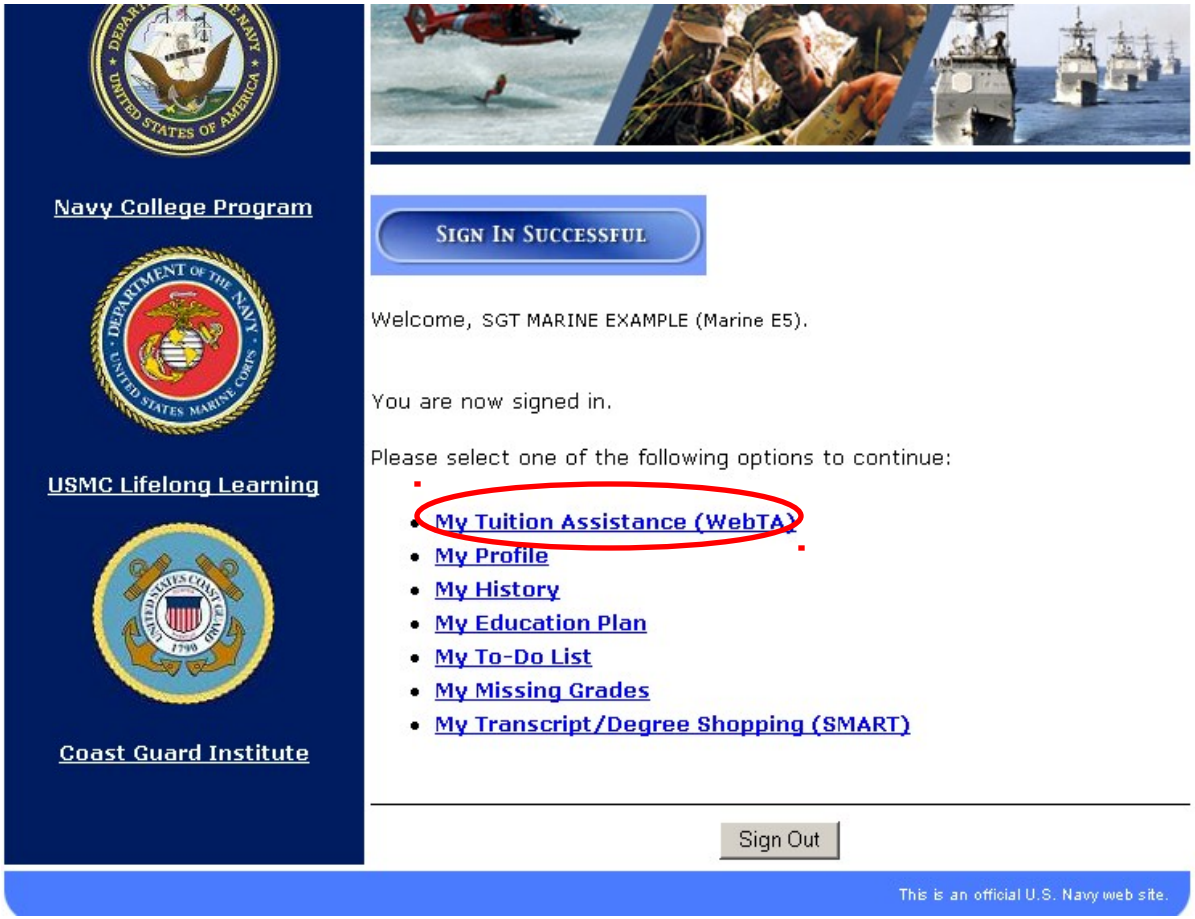
- Course completion must occur by EAS date
- No outstanding TA waivers
- No missing grades
- Receive academic counseling by a Marine Education Office
- Received TA Policy counseling by a Marine Education Office
- Not exceed TA dollar quota for FY
- Course start date in future

Log-In


IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE
Log in to ETA
User Name: (NKO User Name)
CAC LOGIN
Password:
Login
Please Do Not Bookmark This Page
You can either login with your CAC card or your NKO user name and password.
This system is designed to reduce the number of user names and passwords you need to remember.
Account Management
I forgot my User Name
I forgot my Password
I forgot my CAC PIN
Download Security Certificate
New Users
Register as a New User
Register as a Guest User
View the Registration Tutorial
Support
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)
Email:
netc.helpdesk@navy.mil
Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

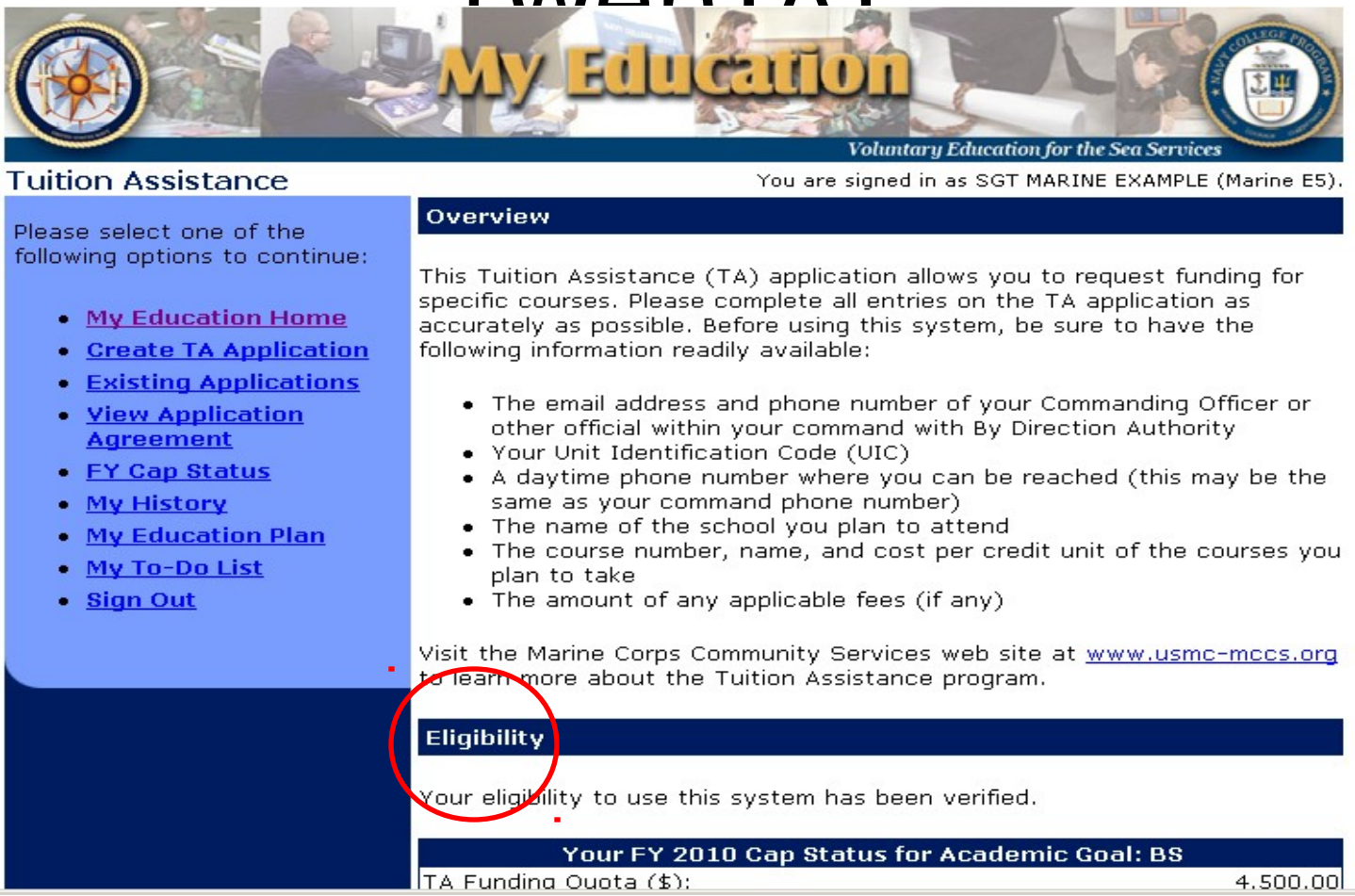
- The current WebTA URL is https://myeducation.netc.navy.mil
- You can also use https://eta.cnet.navy.mil
- Once you access WebTA you can use CAC or NKO user name and password to log-in
- If user doesn't have NKO account go to www.nko.navy.mil to create account

My Education



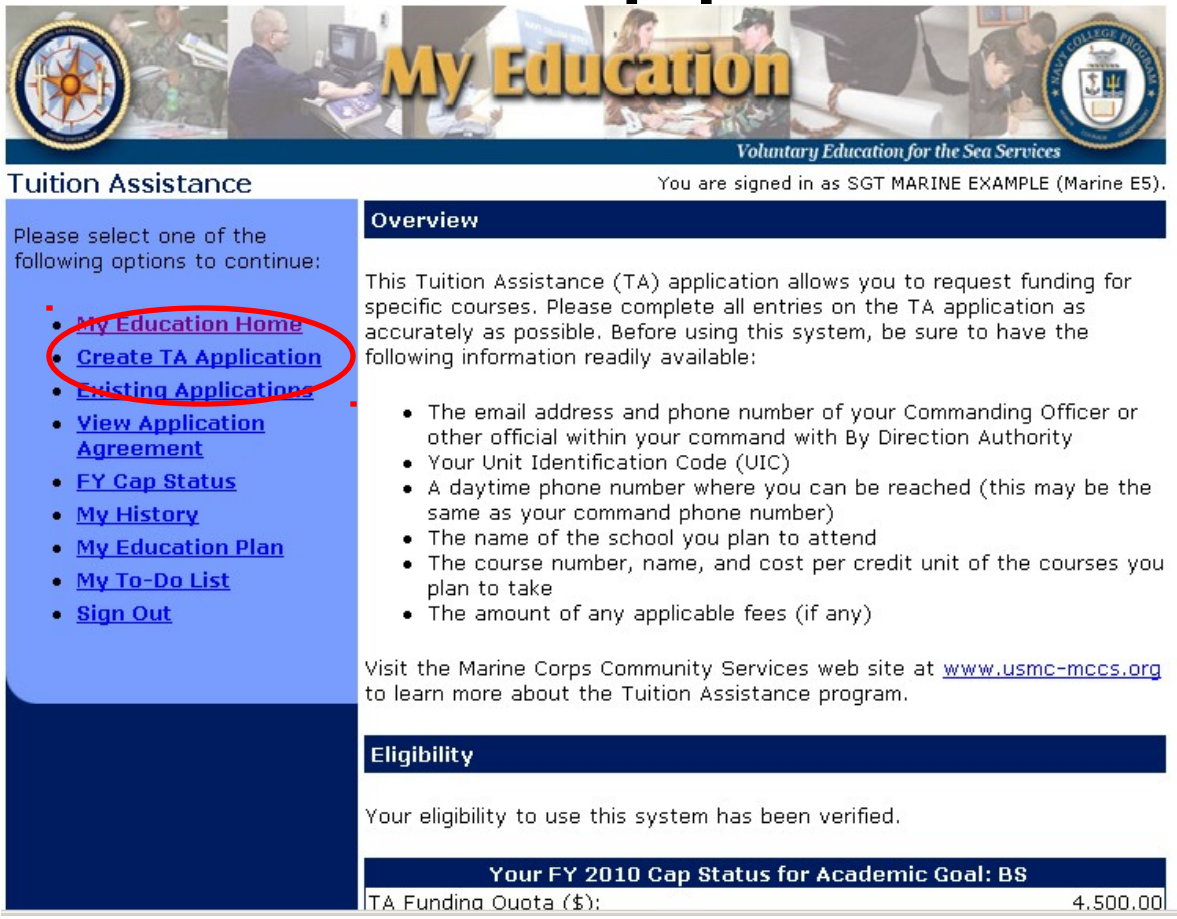
- To start an application select “My Tuition Assistance (WebTA)”

My Tuition Assistance (WebTA)


My Education
Voluntary Education for the Sea Services
Tuition Assistance
You are signed in as SGT MARINE EXAMPLE (Marine E5).
Please select one of the following options to continue:
My Education Home
Create TA Application
Existing Applications
View Application Agreement
FY Cap Status
My History
My Education Plan
My To-Do List
Sign Out
Overview
This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:
The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
Your Unit Identification Code (UIC)
A daytime phone number where you can be reached (this may be the same as your command phone number)
The name of the school you plan to attend
The course number, name, and cost per credit unit of the courses you plan to take
The amount of any applicable fees (if any)
Visit the Marine Corps Community Services web site at www.usmc-mccs.org to learn more about the Tuition Assistance program.
Eligibility
Your eligibility to use this system has been verified.
Your FY 2010 Cap Status for Academic Goal: BS
TA Funding Quota ($):
4,500.00

- "Eligibility" either welcomes you as eligible or details any eligibility issues

Create TA Application


My Education
Voluntary Education for the Sea Services
Tuition Assistance
You are signed in as SGT MARINE EXAMPLE (Marine E5).
Please select one of the following options to continue:
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Create TA Application
Existing Applications
View Application Agreement
FY Cap Status
My History
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Sign Out
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The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
Your Unit Identification Code (UIC)
A daytime phone number where you can be reached (this may be the same as your command phone number)
The name of the school you plan to attend
The course number, name, and cost per credit unit of the courses you plan to take
The amount of any applicable fees (if any)
Visit the Marine Corps Community Services web site at www.usmc-mccs.org to learn more about the Tuition Assistance program.
Eligibility
Your eligibility to use this system has been verified.
Your FY 2010 Cap Status for Academic Goal: BS
TA Funding Quota ($):
4,500.00

- Select “Create TA Application” to start a new TA

Application Agreement Acceptance

TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education Plan | My To-Do List | My Education | Sign Out

Application Agreement Acceptance

You are signed in as SGT MARINE EXAMPLE (Marine E5).

You must accept the terms of this Tuition Assistance Application Agreement prior to continuing.

Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the end of the last TA funded course. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

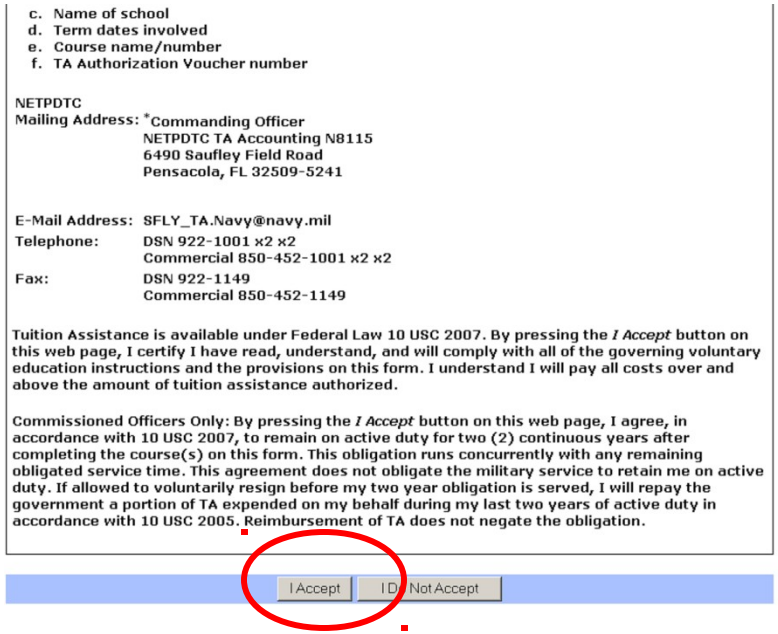
print this page

This **TA Application** is a request to my servicing Education Center for a **TA Authorization Voucher** providing federal funds for my education.

A. **I understand** acceptance of TA obligates me to the following:

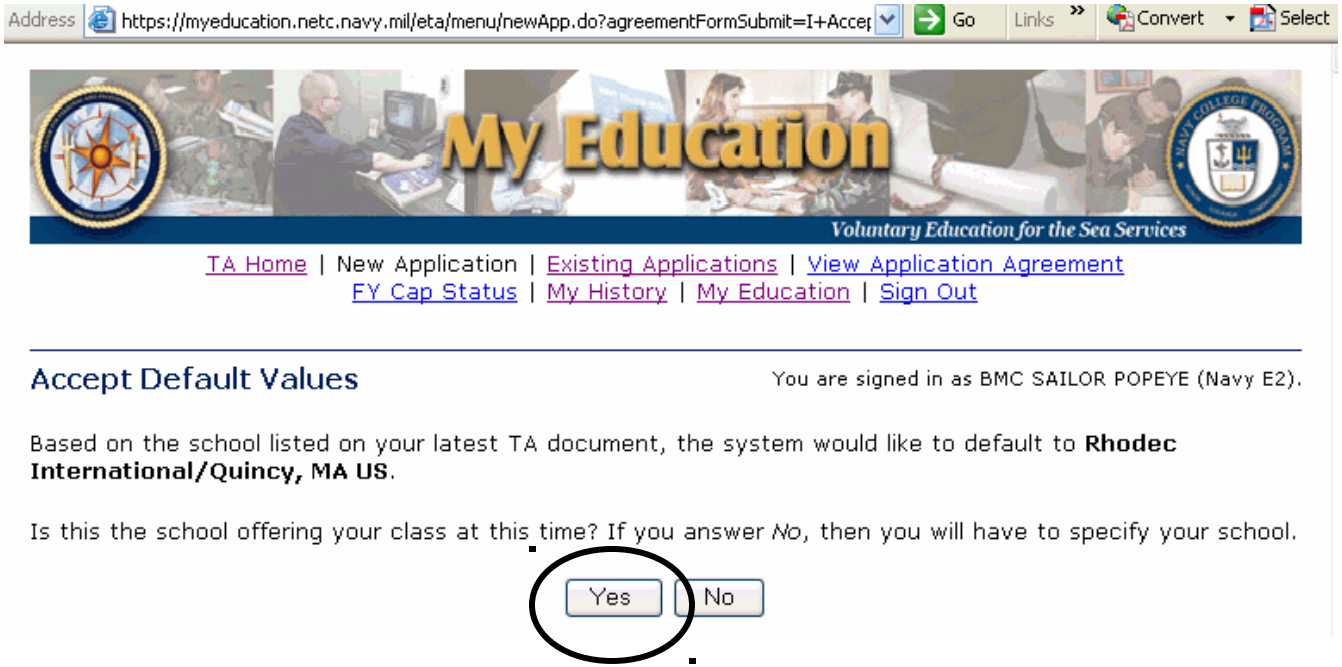
- Read the Application Agreement

To Request Tuition Assistance


c. Name of school
d. Term dates involved
e. Course name/number
f. TA Authorization Voucher number
NETPDTC
Mailing Address: *Commanding Officer
NETPDTC TA Accounting N8115
6490 Saufley Field Road
Pensacola, FL 32509-5241
E-Mail Address: SFLY_TA.Navy@navy.mil
Telephone: DSN 922-1001 x2 x2
Commercial 850-452-1001 x2 x2
Fax: DSN 922-1149
Commercial 850-452-1149
Tuition Assistance is available under Federal Law 10 USC 2007. By pressing the I Accept button on this web page, I certify I have read, understand, and will comply with all of the governing voluntary education instructions and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.
Commissioned Officers Only: By pressing the I Accept button on this web page, I agree, in accordance with 10 USC 2007, to remain on active duty for two (2) continuous years after completing the course(s) on this form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.
I Accept
I Do Not Accept

- By clicking “I Accept” you are stating you understand and agree with the Application Agreement

Default Values


Address
https://myeducation.netc.navy.mil/eta/menu/newApp.do?agreementFormSubmit=I+Accep
Go
Links
Convert
Select
My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out
Accept Default Values
You are signed in as BMC SAILOR POPEYE (Navy E2).
Based on the school listed on your latest TA document, the system would like to default to Rhodec International/Quincy, MA US.
Is this the school offering your class at this time? If you answer No, then you will have to specify your school.
Yes
No

- The system assumes you are attending the school most recently attended
- Change school name on question #25
- Select “Yes”

New Application Step 1 of 3

New Application Step 1 of 3

You are signed in as SGT MARINE EXAMPLE (Marine E5).

Instructions

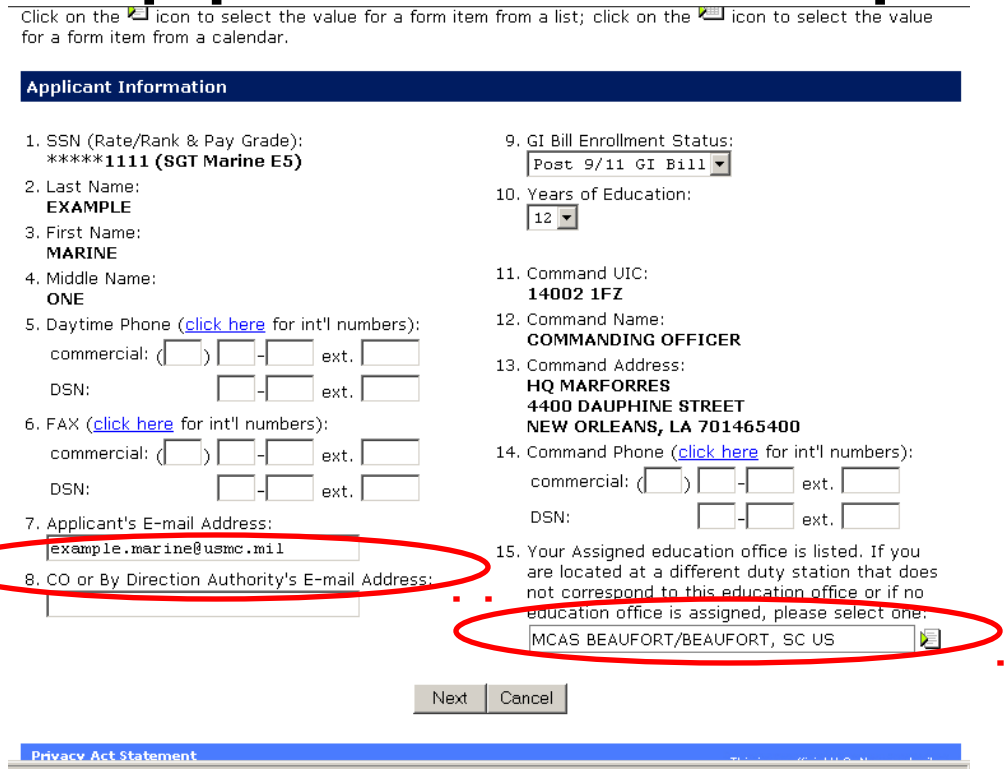
Complete this form and press the *Next* button. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.

Applicant Information

1. SSN (Rate/Rank & Pay Grade):
   *****1111 (SGT Marine E5)**
2. Last Name:
   EXAMPLE
3. First Name:
   MARINE
4. Middle Name:
   ONE
5. Daytime Phone (click here for int'l numbers):
   commercial: ( ) - ext.
   DSN: - ext.
6. FAX (click here for int'l numbers):
   commercial: ( ) - ext.
9. GI Bill Enrollment Status:
   Post 9/11 GI Bill
10. Years of Education:
    12
11. Command UIC:
    14002 1FZ
12. Command Name:
    COMMANDING OFFICER
13. Command Address:
    HQ MARFORRES
    4400 DAUPHINE STREET
    NEW ORLEANS, LA 701465400
14. Command Phone (click here for int'l numbers):

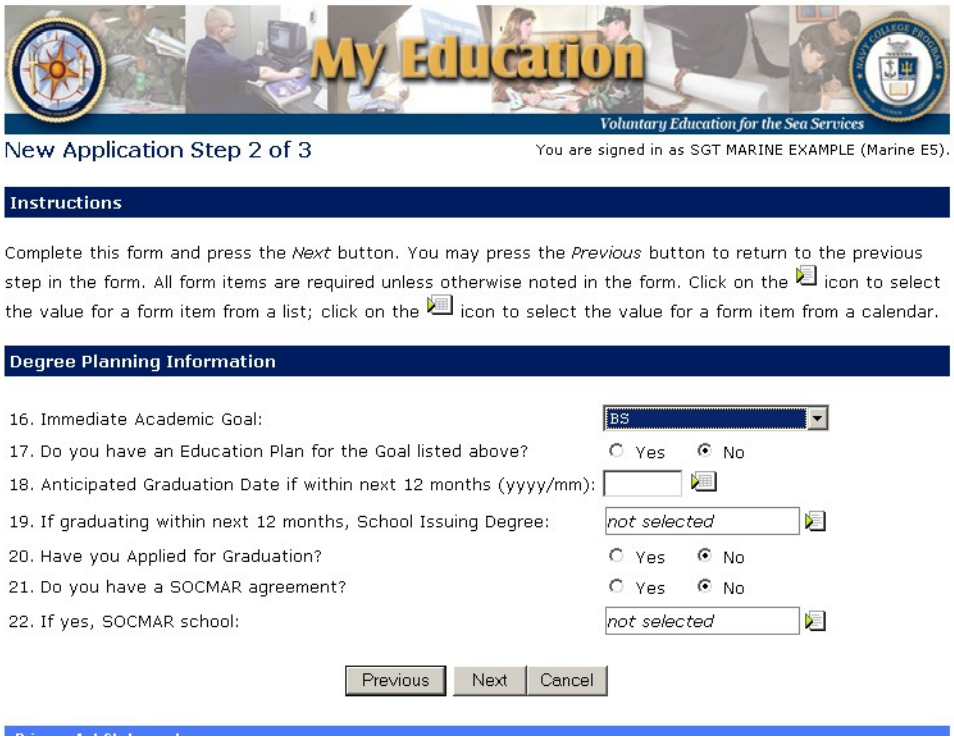
- Fill in all blanks

New Application Step 1 of 3


Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Applicant Information
1. SSN (Rate/Rank & Pay Grade):
*****1111 (SGT Marine E5)
2. Last Name:
EXAMPLE
3. First Name:
MARINE
4. Middle Name:
ONE
5. Daytime Phone (click here for int'l numbers):
commercial: ( ) - ext.
DSN: - ext.
6. FAX (click here for int'l numbers):
commercial: ( ) - ext.
DSN: - ext.
7. Applicant's E-mail Address:
example.marine@usmc.mil
8. CO or By Direction Authority's E-mail Address:
9. GI Bill Enrollment Status:
Post 9/11 GI Bill
10. Years of Education:
12
11. Command UIC:
14002 1FZ
12. Command Name:
COMMANDING OFFICER
13. Command Address:
HQ MARFORRES
4400 DAUPHINE STREET
NEW ORLEANS, LA 701465400
14. Command Phone (click here for int'l numbers):
commercial: ( ) - ext.
DSN: - ext.
15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one:
MCAS BEAUFORT/BEAUFORT, SC US
Next
Cancel
Privacy Act Statement

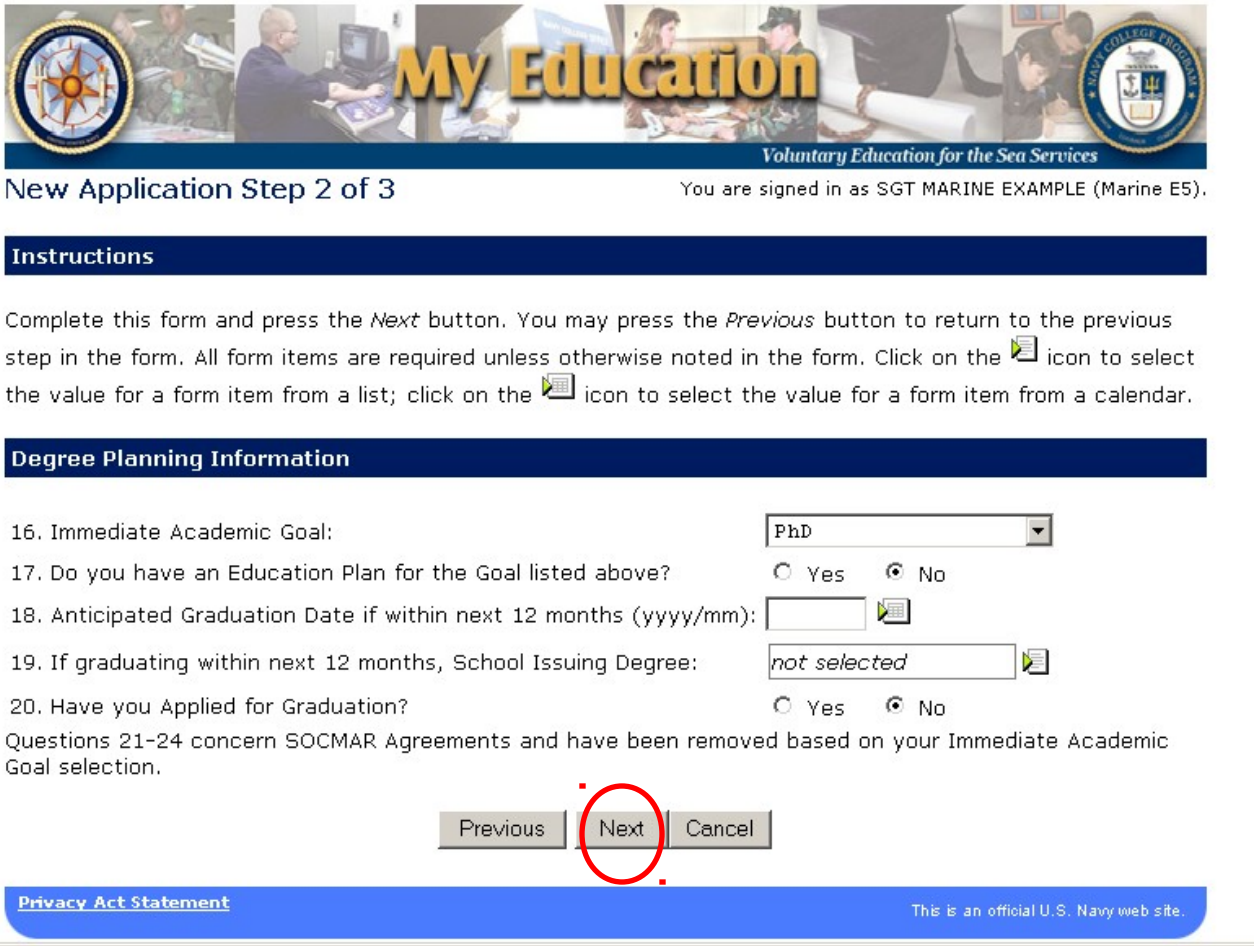
- Ensure education office corresponds to the current duty station
- Search for duty station by entering complete or partial name with wild card %
- Use base name not city to search for education office
- Email address must be exact. If copied and pasted must not have blank spaces at the end

New Application Step 2 of 3


My Education
Voluntary Education for the Sea Services
New Application Step 2 of 3
You are signed in as SGT MARINE EXAMPLE (Marine E5).
Instructions
Complete this form and press the Next button. You may press the Previous button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Degree Planning Information
16. Immediate Academic Goal:
BS
17. Do you have an Education Plan for the Goal listed above?
Yes
No
18. Anticipated Graduation Date if within next 12 months (yyyy/mm):
19. If graduating within next 12 months, School Issuing Degree:
not selected
20. Have you Applied for Graduation?
Yes
No
21. Do you have a SOCMAR agreement?
Yes
No
22. If yes, SOCMAR school:
not selected
Previous
Next
Cancel

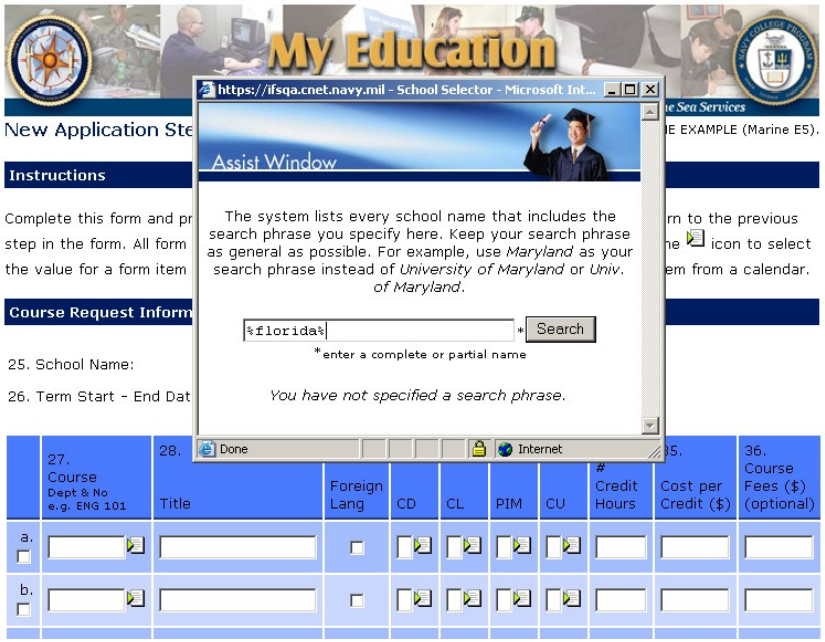
- Use drop down to select immediate academic goal
- Answer if you have an Education Plan for the academic goal

New Application 2 of 3


My Education
Voluntary Education for the Sea Services
New Application Step 2 of 3
You are signed in as SGT MARINE EXAMPLE (Marine E5).
Instructions
Complete this form and press the Next button. You may press the Previous button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.
Degree Planning Information
16. Immediate Academic Goal:
PhD
17. Do you have an Education Plan for the Goal listed above?
Yes
No
18. Anticipated Graduation Date if within next 12 months (yyyy/mm):
19. If graduating within next 12 months, School Issuing Degree:
not selected
20. Have you Applied for Graduation?
Yes
No
Questions 21-24 concern SOCMAR Agreements and have been removed based on your Immediate Academic Goal selection.
Previous
Next
Cancel
Privacy Act Statement
This is an official U.S. Navy web site.

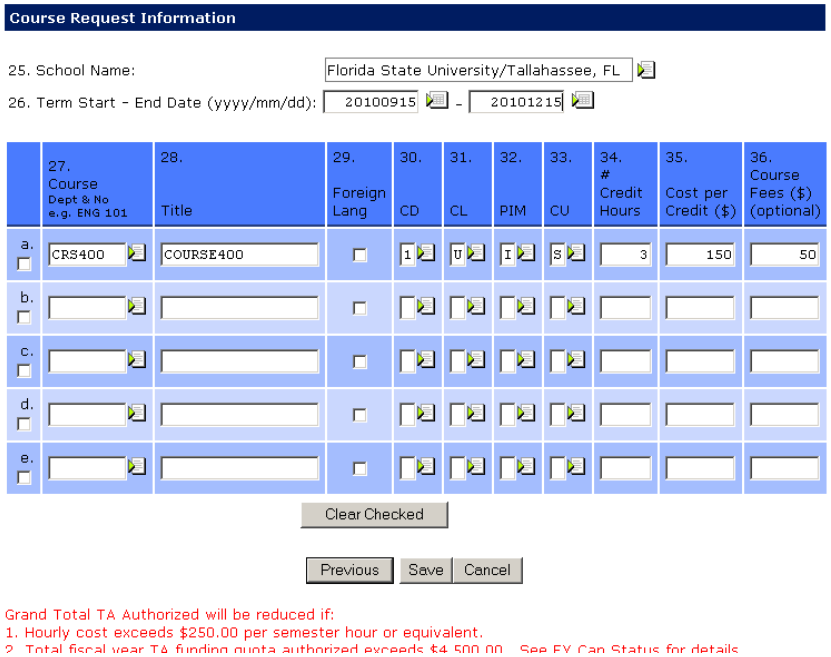
- Complete questions and select “Next”

New Application 3 of 3


My Education
https://ifsqa.cnet.navy.mil - School Selector - Microsoft Int...
Assist Window
The system lists every school name that includes the search phrase you specify here. Keep your search phrase as general as possible. For example, use Maryland as your search phrase instead of University of Maryland or Univ. of Maryland.
%florida%
Search
*enter a complete or partial name
You have not specified a search phrase.
Done
Internet
New Application Ste
Instructions
Complete this form and pr
step in the form. All form
the value for a form item
Course Request Inform
25. School Name:
26. Term Start - End Dat
27. Course Dept & No e.g. ENG 101
28.
Title
Foreign Lang
CD
CL
PIM
CU
Credit Hours
Cost per Credit ($)
36. Course Fees ($) (optional)
a.
b.

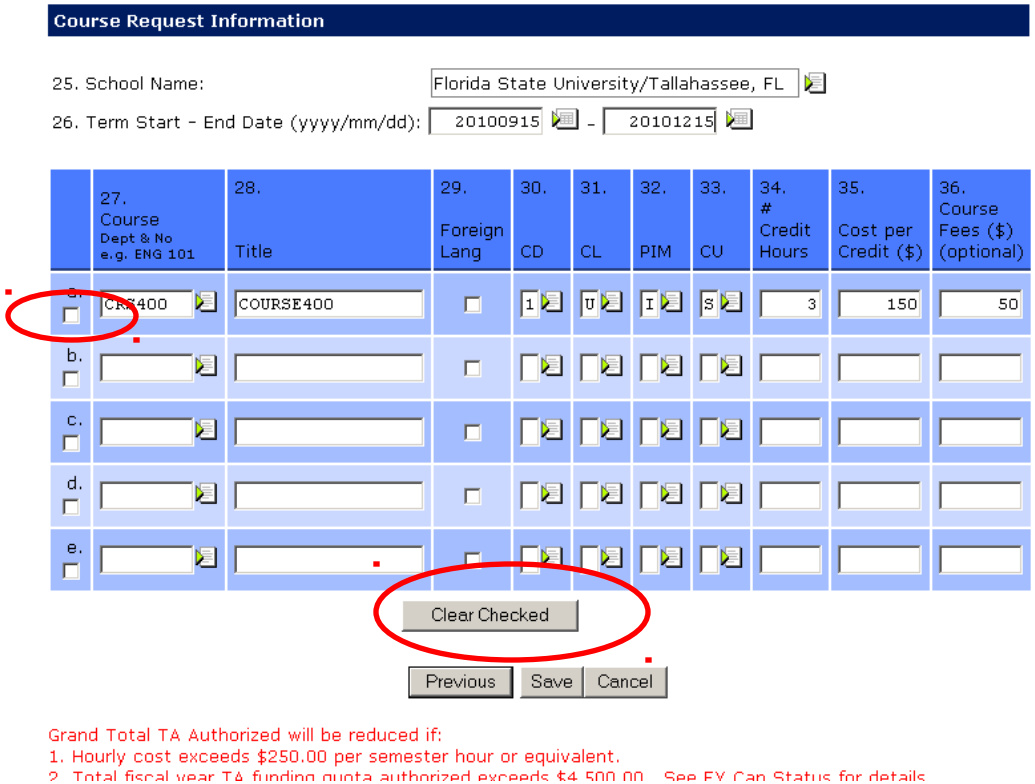
- Find school name by using % (wildcard) and partial name
- Use drop down Calendar to select term start/end dates
- Select box to the right of the blank box to view University course listing
- If course is not listed, enter course manually
- Type or select course description from drop down box
- Type or select course level from drop down box

New Application 3 of 3



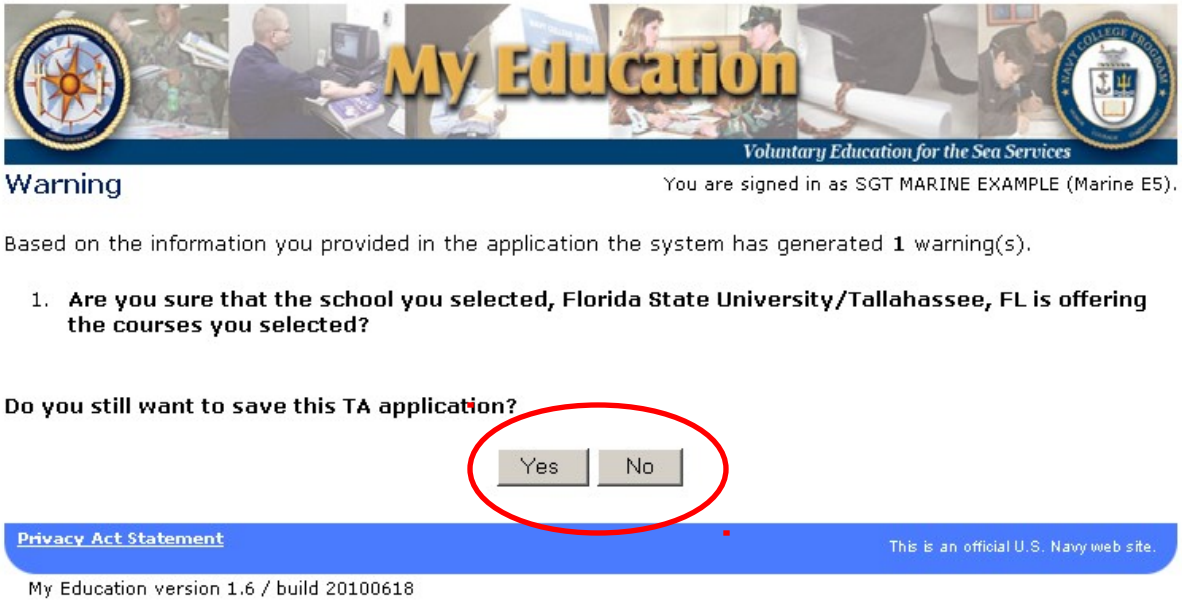
- Type or select primary instructional Mode from drop down
- Type or select Credit Unit from drop down
- Enter the total number of credit hours
- Enter the cost per credit (student is responsible for correct cost)
- Enter TA fee (optional) only for courses that have a mandatory fee for course enrollment
- TA authorization reduced if hourly cost exceeds $250 per semester hour or equivalent or FY TA exceeds your services limits

New Application 3 of 3



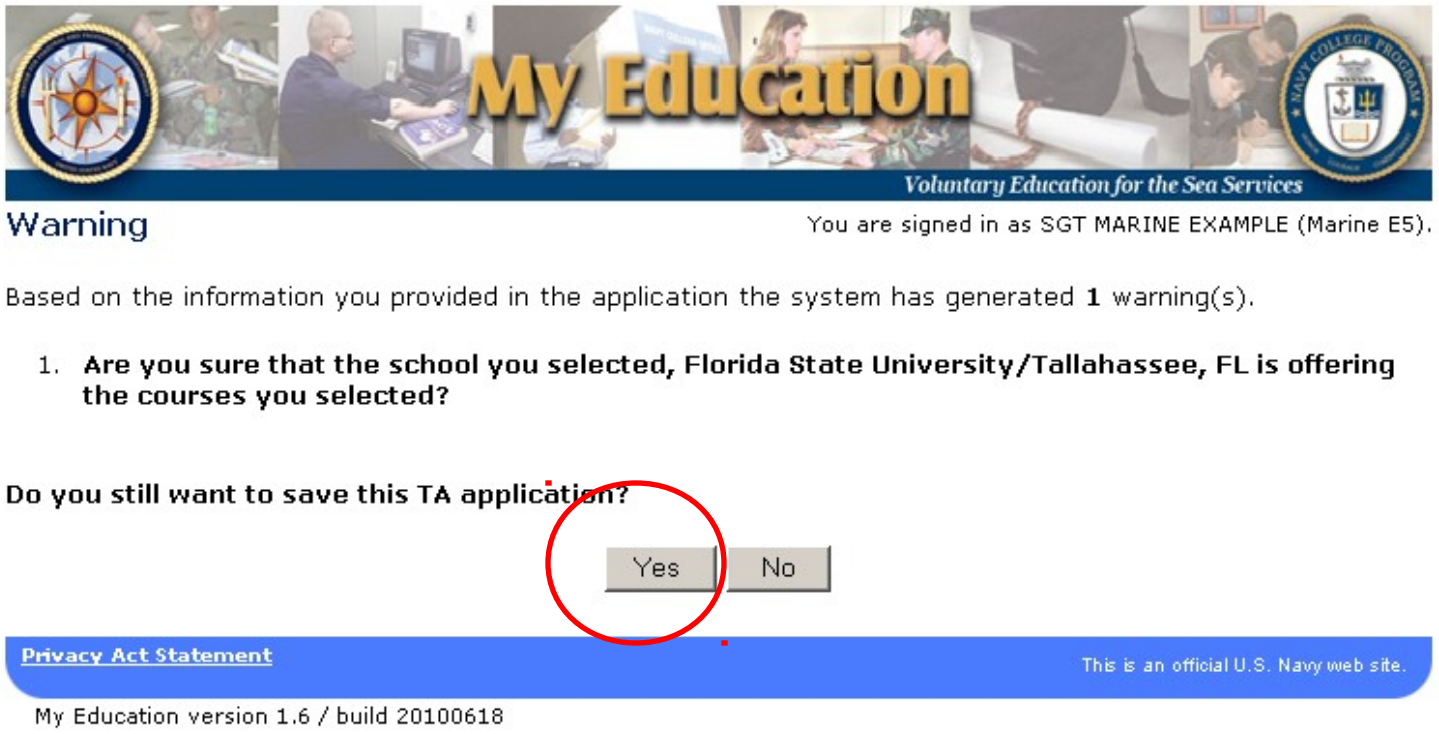
- To clear course information, click box left of “Course Dept & No” and click “Clear Checked”. This will remove all course information on that line
- Select “Save” to submit application
- A warning appears giving you the option to make changes

Submit Application


My Education
Voluntary Education for the Sea Services
Warning
You are signed in as SGT MARINE EXAMPLE (Marine E5).
Based on the information you provided in the application the system has generated 1 warning(s).
1. Are you sure that the school you selected, Florida State University/Tallahassee, FL is offering the courses you selected?
Do you still want to save this TA application?
Yes
No
Privacy Act Statement
This is an official U.S. Navy web site.
My Education version 1.6 / build 20100618

- Select “No” to make changes or select “Yes” to save the application as is
- Other warnings may appear depending on your inputs

Submit Application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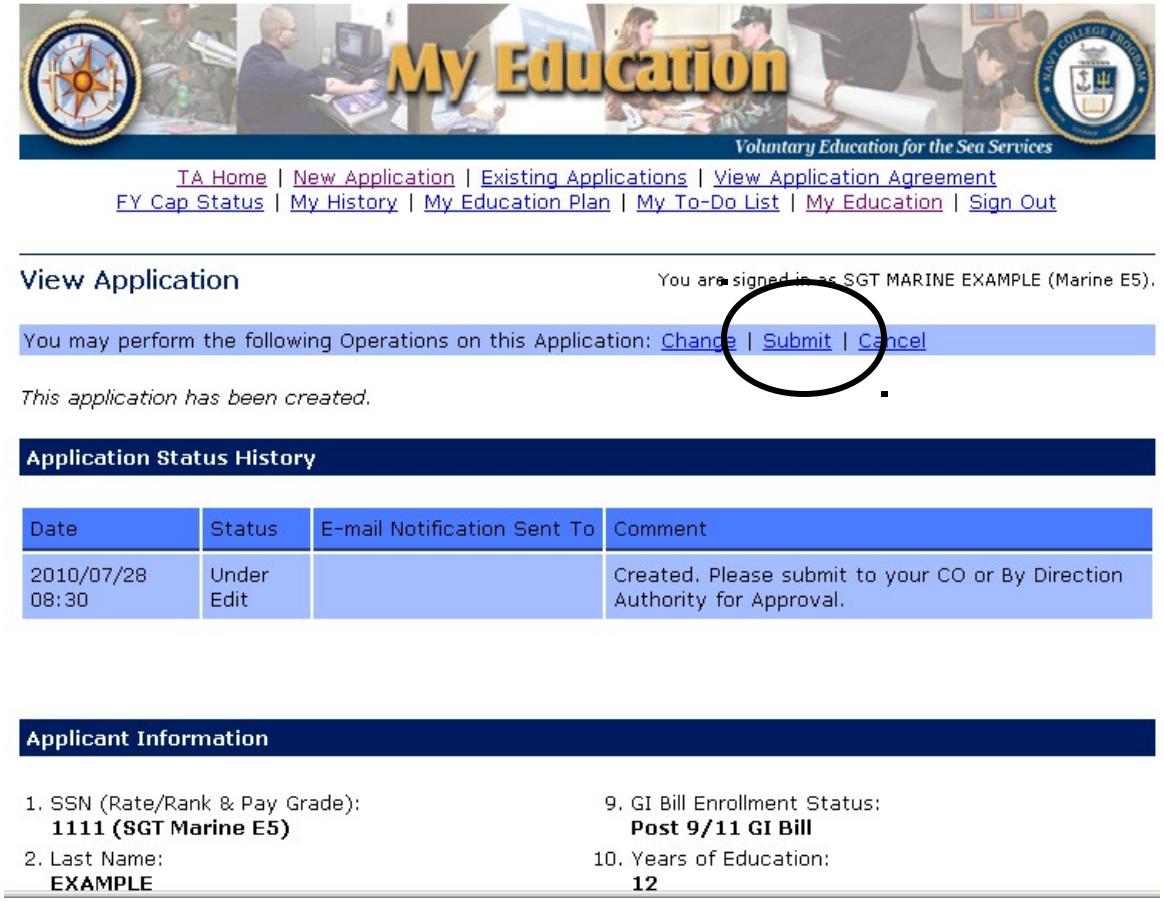
Do you still want to save this TA application?
Yes
No
Privacy Act Statement
This is an official U.S. Navy web site.
My Education version 1.6 / build 20100618

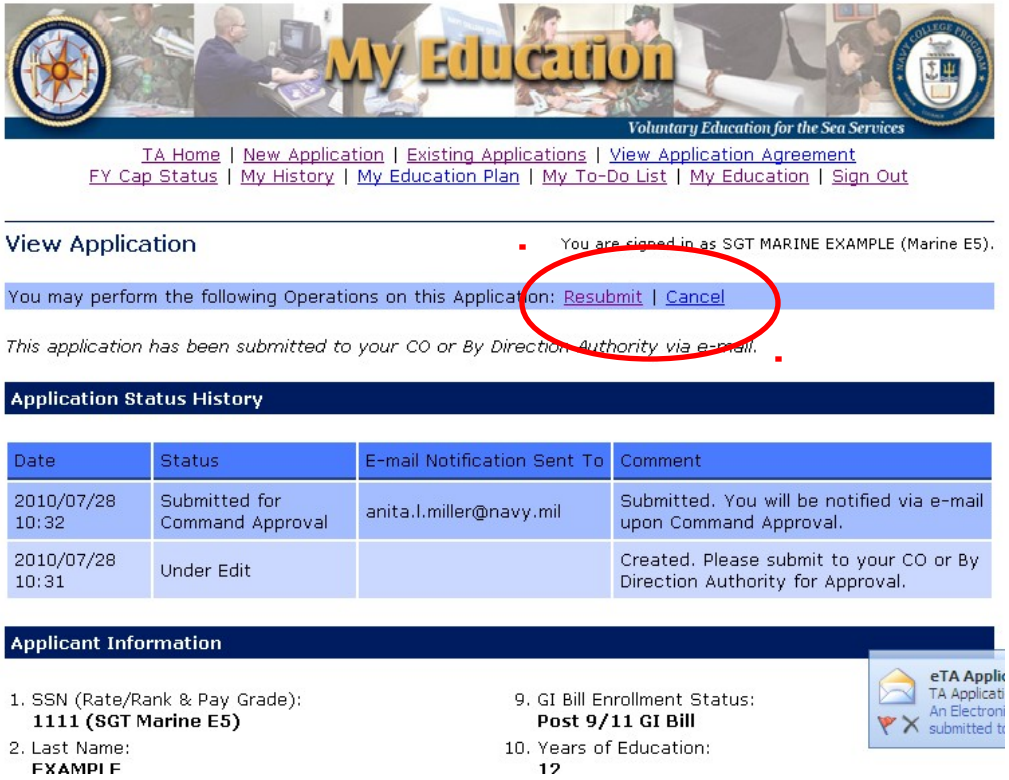
- Select “Yes” when TA document is completed
- The application is forwarded to your CO or By Direction Authority for approval

View Application


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education Plan | My To-Do List | My Education | Sign Out
View Application
You are signed in as SGT MARINE EXAMPLE (Marine E5).
You may perform the following Operations on this Application: Change | Submit | Cancel
This application has been created.
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2010/07/28 08:30
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.
Applicant Information
1. SSN (Rate/Rank & Pay Grade): 1111 (SGT Marine E5)
2. Last Name: EXAMPLE
9. GI Bill Enrollment Status: Post 9/11 GI Bill
10. Years of Education: 12

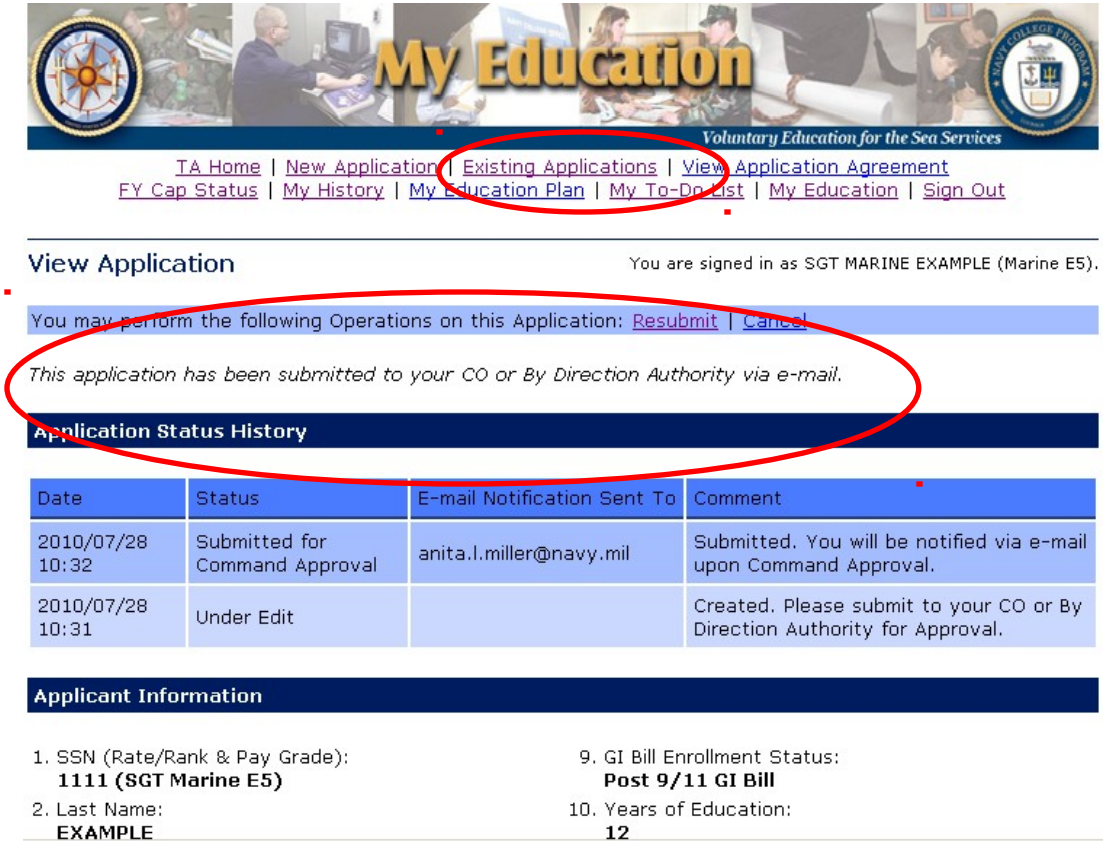
- Click submit to forward to CO or By Direction Authority for approval

Student Options


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education Plan | My To-Do List | My Education | Sign Out
View Application
You are signed in as SGT MARINE EXAMPLE (Marine E5).
You may perform the following Operations on this Application: Resubmit | Cancel
This application has been submitted to your CO or By Direction Authority via e-mail.
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2010/07/28 10:32
Submitted for Command Approval
anita.l.miller@navy.mil
Submitted. You will be notified via e-mail upon Command Approval.
2010/07/28 10:31
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.
Applicant Information
1. SSN (Rate/Rank & Pay Grade):
1111 (SGT Marine E5)
2. Last Name:
9. GI Bill Enrollment Status:
Post 9/11 GI Bill
10. Years of Education:
12

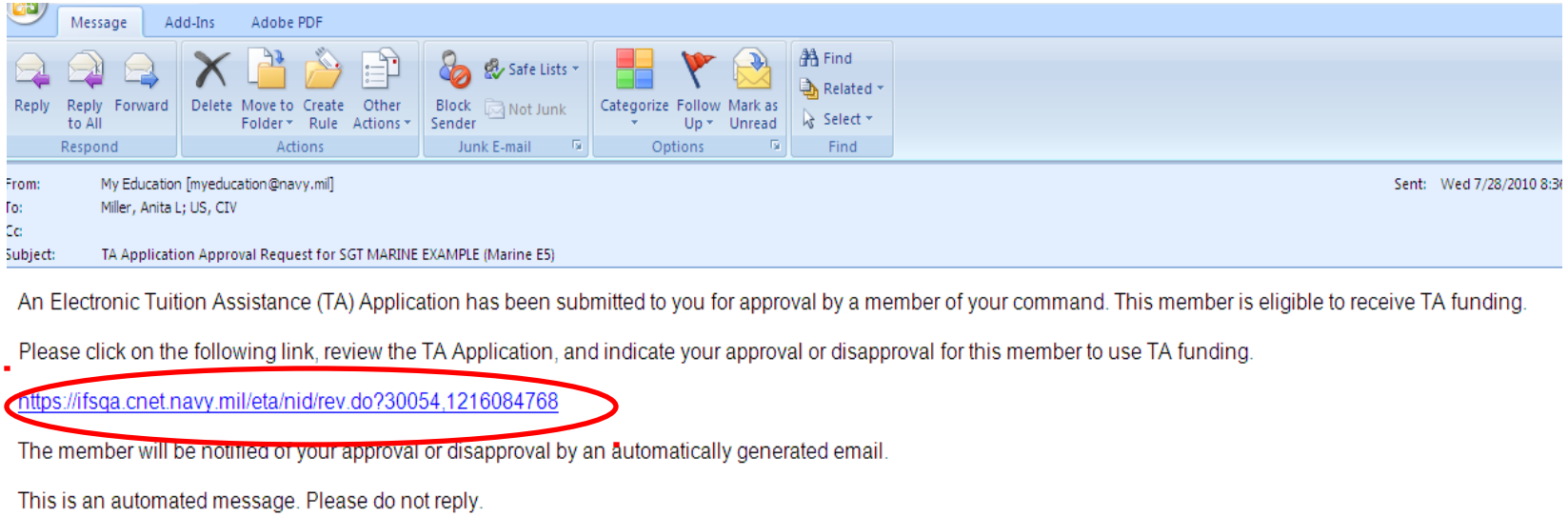
- The student has the option of Cancelling or Resubmitting the document only if the Command has not processed the application.

Submitted to By Direction Authority


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education Plan | My To-Do List | My Education | Sign Out
View Application
You are signed in as SGT MARINE EXAMPLE (Marine E5).
You may perform the following Operations on this Application: Resubmit | Cancel
This application has been submitted to your CO or By Direction Authority via e-mail.
Application Status History
Date
Status
E-mail Notification Sent To
Comment
2010/07/28 10:32
Submitted for Command Approval
anita.l.miller@navy.mil
Submitted. You will be notified via e-mail upon Command Approval.
2010/07/28 10:31
Under Edit
Created. Please submit to your CO or By Direction Authority for Approval.
Applicant Information
1. SSN (Rate/Rank & Pay Grade):
1111 (SGT Marine E5)
2. Last Name:
EXAMPLE
9. GI Bill Enrollment Status:
Post 9/11 GI Bill
10. Years of Education:
12

- Student can view status of TA applications here and on the “Existing Applications” screens

Command Approval


Message
Add-Ins
Adobe PDF
Reply
Reply to All
Forward
Respond
Delete
Move to Folder
Create Rule
Other Actions
Actions
Block Sender
Safe Lists
Not Junk
Junk E-mail
Categorize
Follow Up
Mark as Unread
Options
Find
Related
Select
Find
From: My Education [myeducation@navy.mil]
To: Miller, Anita L; US, CIV
Cc:
Subject: TA Application Approval Request for SGT MARINE EXAMPLE (Marine E5)
Sent: Wed 7/28/2010 8:3
An Electronic Tuition Assistance (TA) Application has been submitted to you for approval by a member of your command. This member is eligible to receive TA funding.
Please click on the following link, review the TA Application, and indicate your approval or disapproval for this member to use TA funding.
https://ifsqa.cnet.navy.mil/eta/nid/rev.do?30054,1216084768
The member will be notified of your approval or disapproval by an automatically generated email.
This is an automated message. Please do not reply.

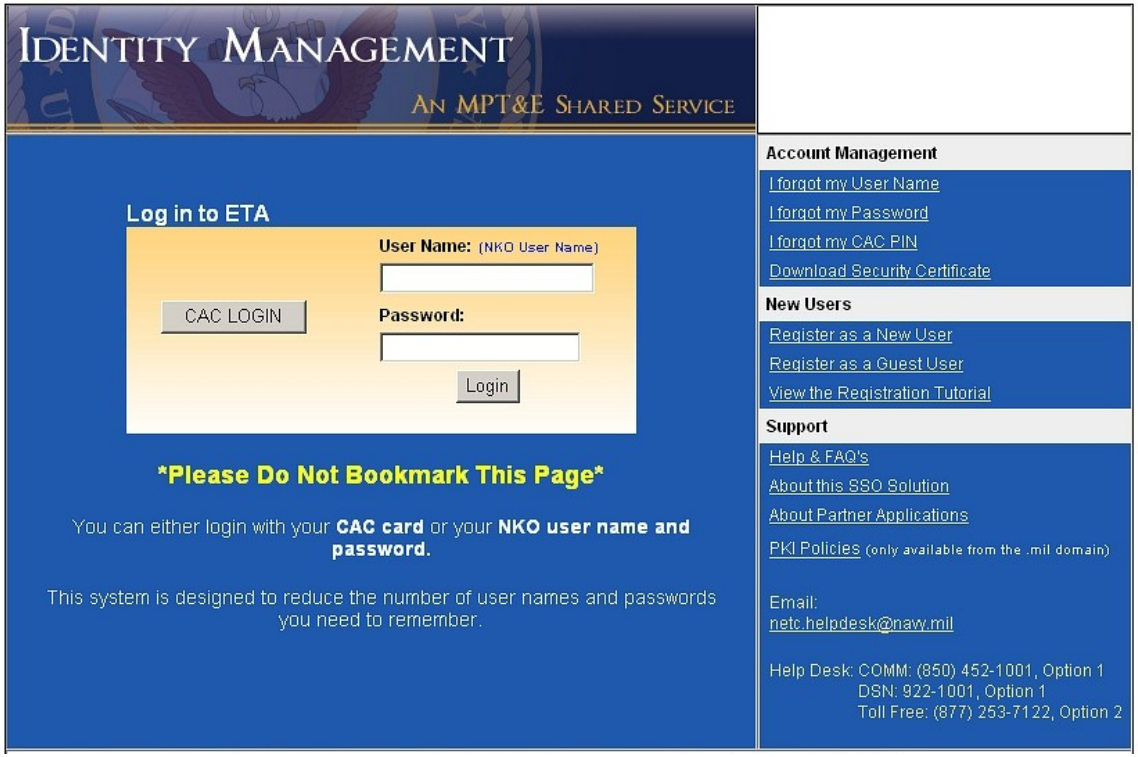
- The approving official receives an email requesting approval or disapproval in TA funding
- To approve or disapprove click on URL listed, or cut and paste the URL to the web

Command Approval

- From: myeducation@navy.mil
- Sent: Tuesday July 13 2010
- To: Student
- Subj: TA Application Status
- Your recent application for Tuition Assistance has not yet been processed by your command. A reminder email has been sent to the Command email you identified in your application. Please verify the email address is correct and contact your Command Tuition Assistance approval authority to verify receipt.

- Electronic Documents that are not command approved and are 15 days past class start date will be automatically removed from the system
- E-mails are sent to the service member and the command approver every 5 days until the command either approves or denies the request

Command Approval

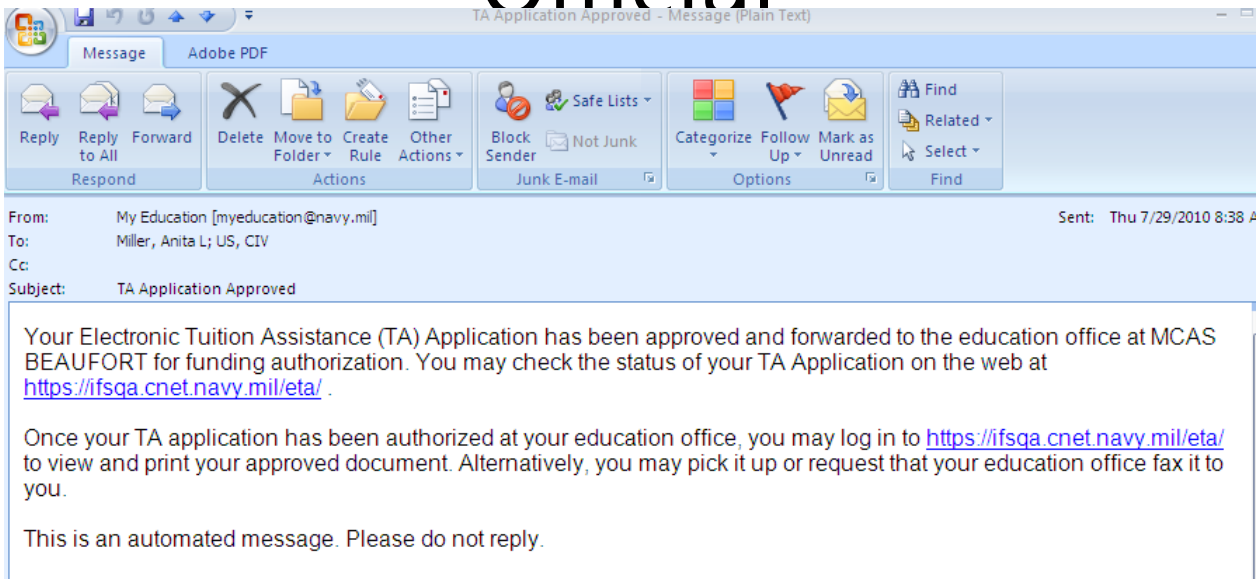

IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE
Log in to ETA
User Name: (NKO User Name)
CAC LOGIN
Password:
Login
Please Do Not Bookmark This Page
You can either login with your CAC card or your NKO user name and password.
This system is designed to reduce the number of user names and passwords you need to remember.
Account Management
I forgot my User Name
I forgot my Password
I forgot my CAC PIN
Download Security Certificate
New Users
Register as a New User
Register as a Guest User
View the Registration Tutorial
Support
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)
Email:
netc.helpdesk@naw.mil
Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

- The URL redirects you to a Log-in screen
- The approving official logs-in by CAC or NKO user name and password
- If user doesn’t have NKO account go to www.nko.navy.mil to create account

Command Approval Electronic Signature

- Complete the reviewer's information and select "Approve" or "Reject"
- Service member can see reviewer comments

Notification To Student From Approving Official


TA Application Approved - Message (Plain Text)
Message
Adobe PDF
Reply
Reply to All
Forward
Delete
Move to Folder
Create Rule
Other Actions
Block Sender
Safe Lists
Not Junk
Categorize
Follow Up
Mark as Unread
Find
Related
Select
Respond
Actions
Junk E-mail
Options
Find
From: My Education [myeducation@navy.mil]
Sent: Thu 7/29/2010 8:38 A
To: Miller, Anita L; US, CIV
Cc:
Subject: TA Application Approved
Your Electronic Tuition Assistance (TA) Application has been approved and forwarded to the education office at MCAS BEAUFORT for funding authorization. You may check the status of your TA Application on the web at https://ifsqa.cnet.navy.mil/eta/ .
Once your TA application has been authorized at your education office, you may log in to https://ifsqa.cnet.navy.mil/eta/ to view and print your approved document. Alternatively, you may pick it up or request that your education office fax it to you.
This is an automated message. Please do not reply.

- Student receives an email on approval or disapproval of TA by approving official
- Student may review the status of the TA application selecting URL in email

Notification To Student From Education Office

Your request for tuition assistance has been approved.

Please log in to https://myeducation.netc.navy.mil/ to view and print your approved document. Click on "My Tuition Assistance (WebTA)" then "Existing Applications". Look for existing applications with an "Authorized" status. Click "View" and then "Print Document".

You may also contact your education office to have the document faxed or mailed to you.

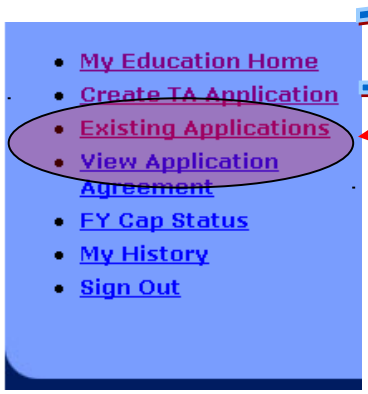
Education Office Comment:
Example of comments entered by the ed office signer/authorizer

School: Park University
Term Start Date: 01-Nov-2010
Term End Date: 31-Dec-2010

- Student receives an email on approval or disapproval of TA by Education Office
- Student may review the status of the TA application selecting URL in email

After approval of TA

Return to https://myeducation.netc.navy.mil/



1 Click on **Existing Applications**

2 Click **View** for Existing Applications in Authorized Sta

	Creation Date	Last Update Date	School	Start Date	End Date	Status
View	2009/10/19 08:25	2009/10/28 09:53	Commonwealth Inst of Funeral Service/Houston, TX US	2009/10/20	2009/11/26	Authorized

3 Click **Print Document**. Approved document returns for student to print and provide to school.

You may perform the following Operations on this Application: *none* (Operations are not permitted on Canceled or Archived or NEC Approved Applications.)

Print Document

Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/11/03 01:26	Authorized		Your application for tuition assistance has been approved.
2009/10/19 14:28	Command Approved	charles.giorlando@navy.mil	Approved by SGT PEP PER and forwarded to NCO SIGONELLA SICILY

Applicant Information

NAVEDTRA 1560/5

TUITION ASSISTANCE AUTHORIZATION

NWA201000003
28-OCT-2009

SSN: [illegible] NAME: [redacted] RATE CTRSN
SCHOOL CODE: 4588A INSTITUTION: Commonwealth Inst of Funeral Service

ENROLLMENT INFORMATION

TERM DATES START: 20-OCT-2009 END: 26-NOV-2009

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
FGHJ	DRAIN EM	3.0	$750.00	$775.00
DSFHG	STICK EM	3.0	$750.00	$775.00
DGH	PLANT EM	3.0	$750.00	$775.00
	TOTAL:	9.0	$2,250.00	$2,325.00

I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.

Your signature here

Applicant's Signature

850-7774826
Phone

NWA201000003
AUTHORIZATION NUMBER

28-OCT-2009
DATE AUTHORIZED

//SIGNED
E-Signed By: JOHN COLLIS 0
a4436498dd1235f4a2eb4fb61d47c3bf16fb7101
SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL

A copy of this form must be returned to my Navy College Office if it is canceled or amended in any way. I will indicate action taken on the returned form. Failure to notify my Navy College Office of course cancellation or amendment may result in a collection against me, via my Commanding Officer. Student info can be found at: https://www.navycollege.navy.mil/pdfs/TAStudentNewsletter.pdf

Schools should send invoices electronically via Wide Area Work Flow (WAWF).For invoicing and grade submission information, schools should refer to the Tuition Assistance WAWF Invoice and Grade Submission Guide at: https://www.navycollege.navy.mil/nta.cfm#wawf

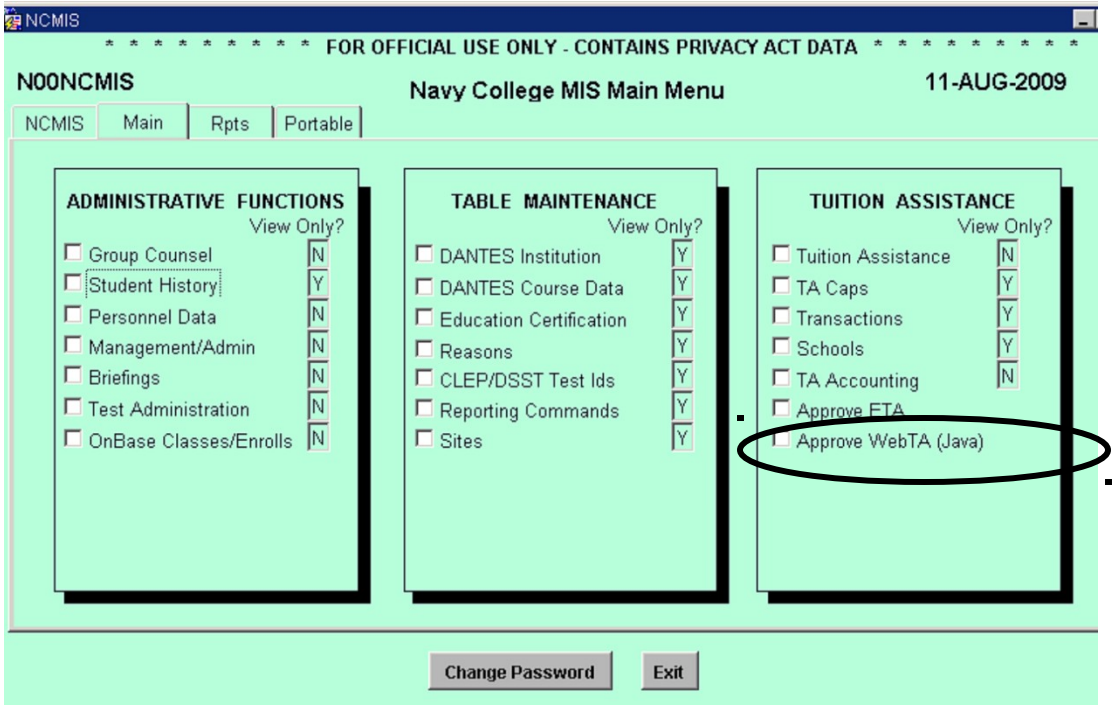
Correspondence may be sent to:

COMMANDING OFFICER
NETPDTC N8132
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

FOR OFFICIAL USE ONLY: This document may contain Personal Data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.

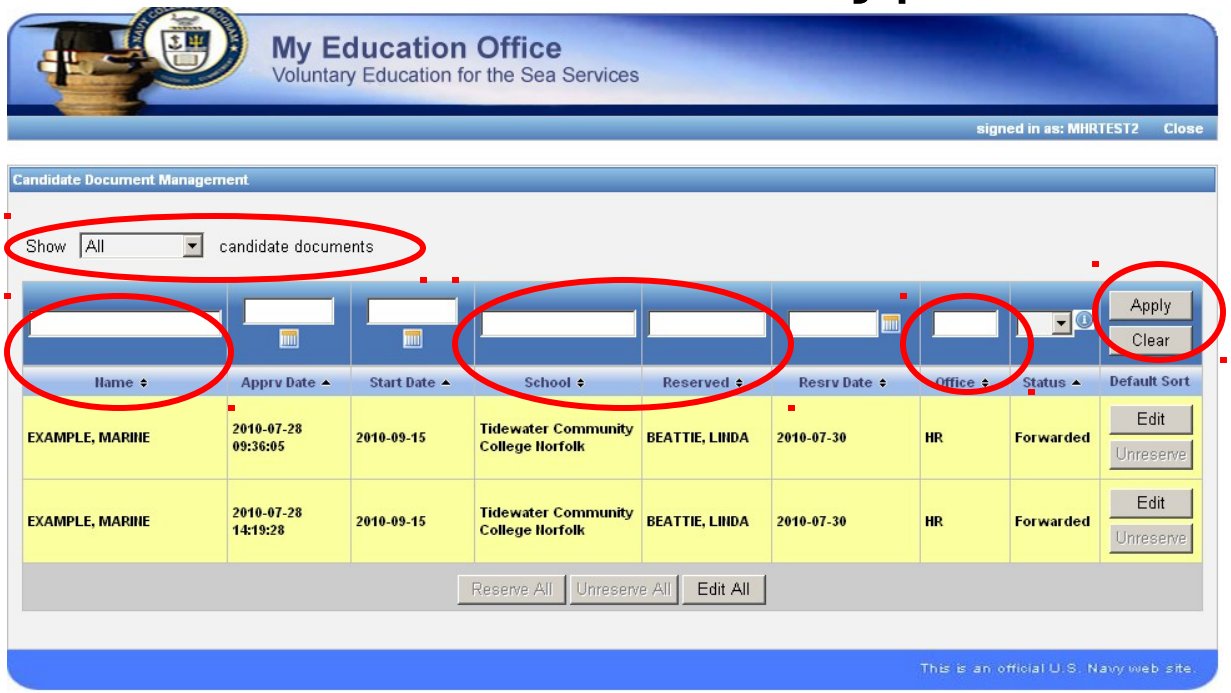
After printing, Sailor must sign and deliver to the school

Education Office



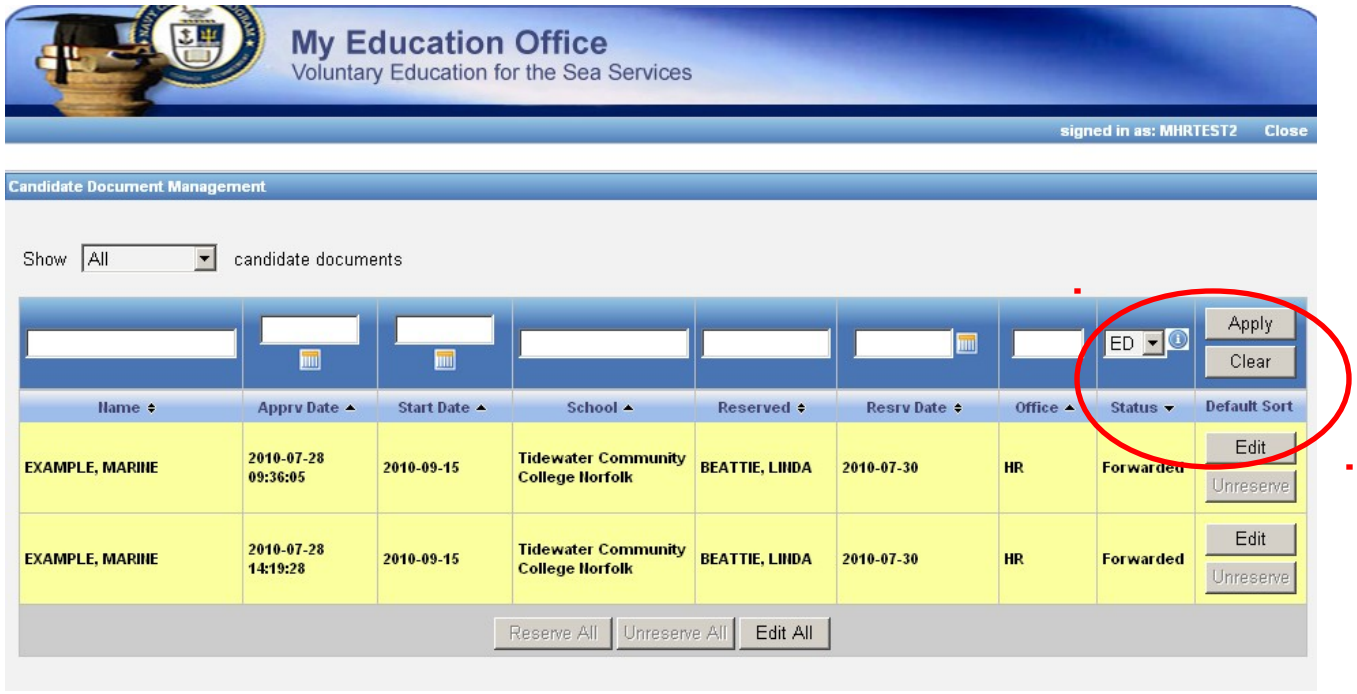
- Education Office can approve and/or edit Web TA documents by selecting “Approve WebTA” on the Main Menu of NCMIS

Education Office
(select document types)



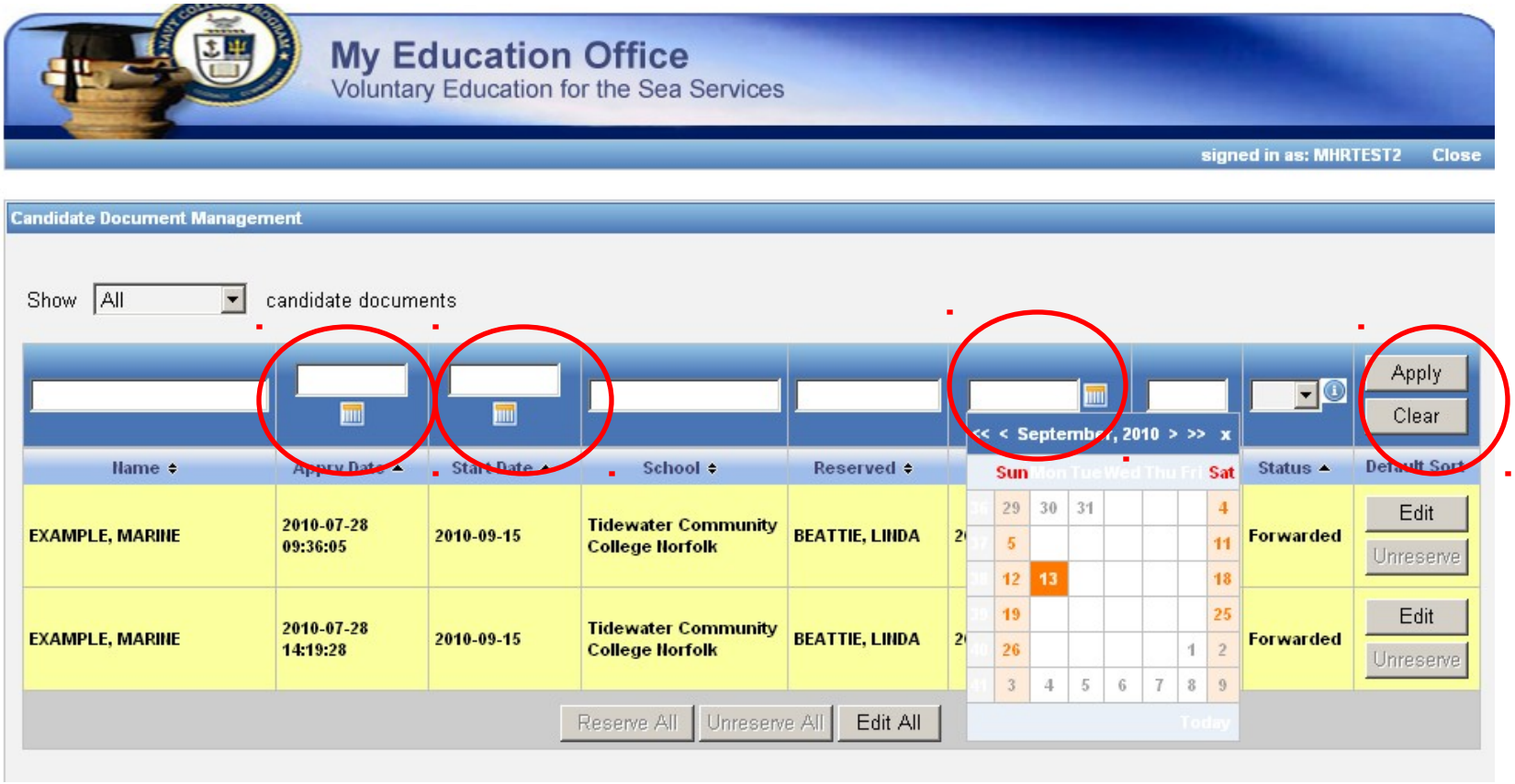
- User is able to display “All” or “My Reserved” by using the drop down arrow next to “Show Candidate documents”
- Type full or partial Name (%), School, Reserved or Office to view specific information
- Click on up/down arrows to sort in ascending/descending order
- Click on “Apply” or “Clear”

Education Office
(select document types)



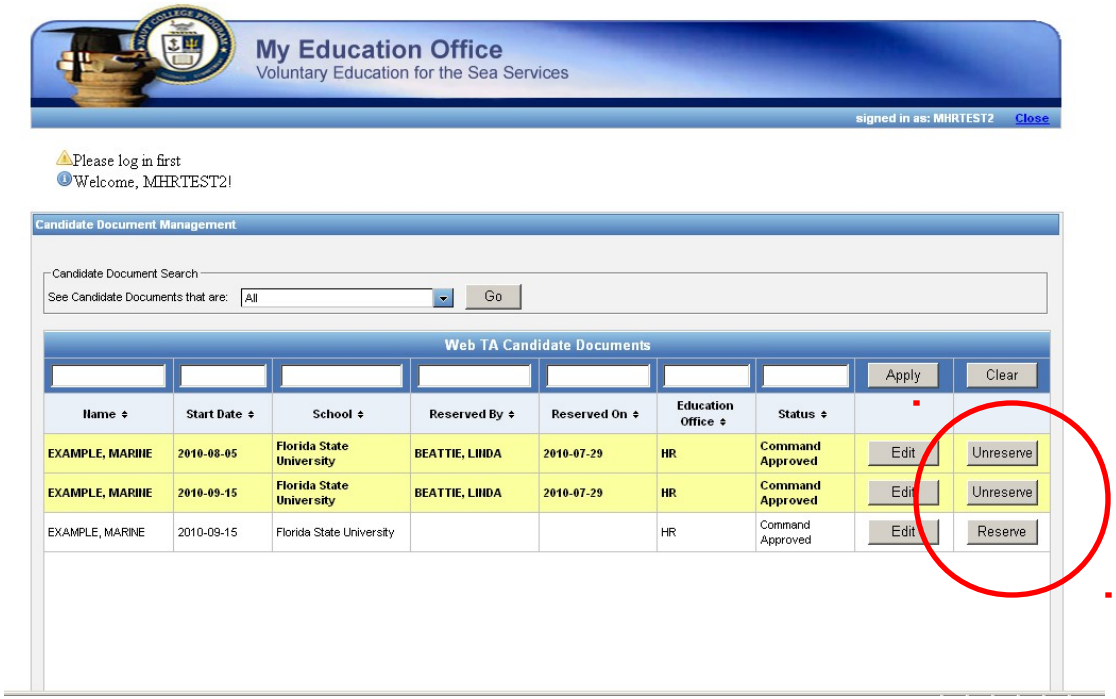
- Click drop down arrow above Status column to display document type
  - **ED** Under Edit **SU** Submitted for Command Approval
  - **CN** Cancel **CA** Command Approved
  - **NA** Not Authorized **FW** Forwarded
  - **AU** Authorized
- Click on “Apply” or “Clear”

Education Office
(select by date)



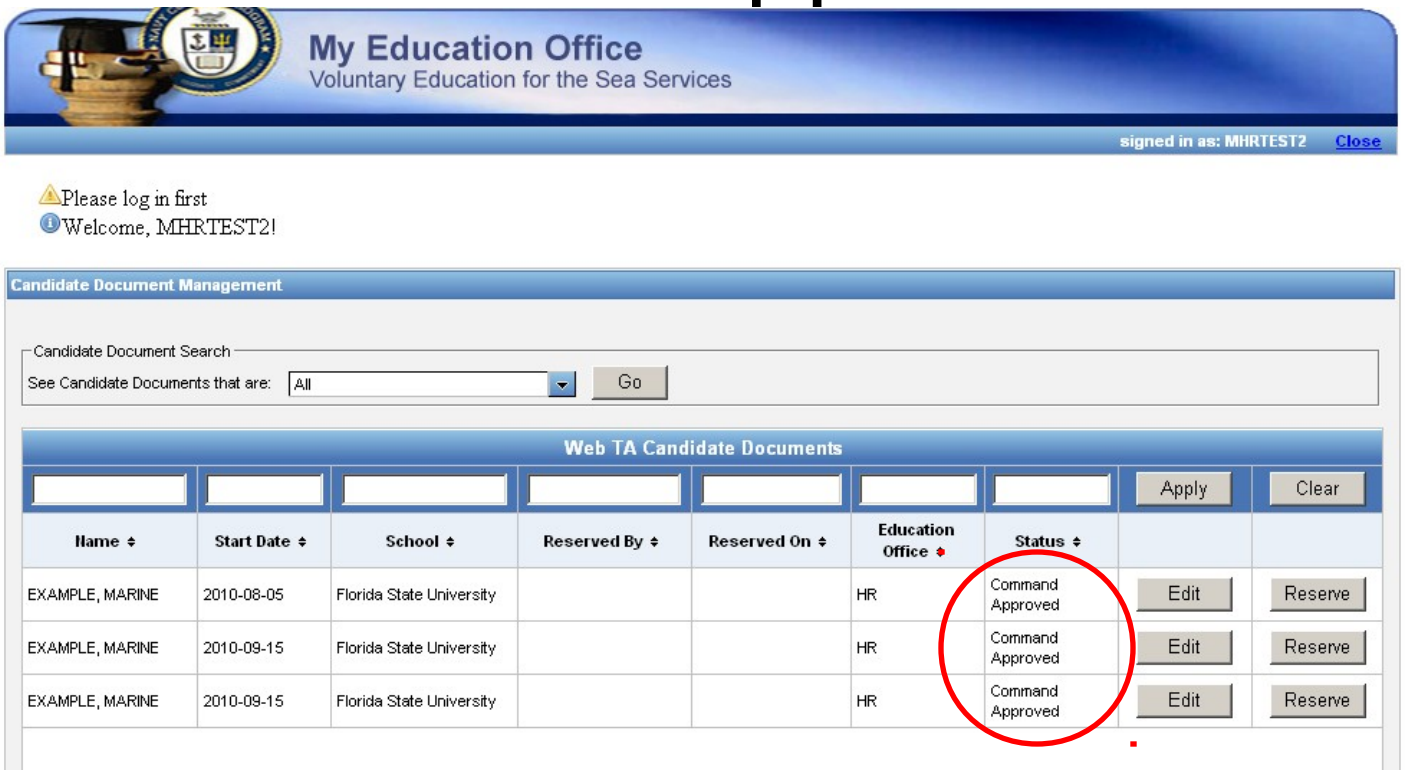
- To sort by Approv date, Start date and/or Reserv date, use drop down arrow and click on date
- Click on “Apply” or “Clear”

Education Office
Reserved


My Education Office
Voluntary Education for the Sea Services
signed in as: MHRTEST2 Close
Please log in first
Welcome, MHRTEST2!
Candidate Document Management
Candidate Document Search
See Candidate Documents that are: All Go
Web TA Candidate Documents
Apply Clear
Name Start Date School Reserved By Reserved On Education Office Status
EXAMPLE, MARINE 2010-08-05 Florida State University BEATTIE, LINDA 2010-07-29 HR Command Approved Edit Unreserve
EXAMPLE, MARINE 2010-09-15 Florida State University BEATTIE, LINDA 2010-07-29 HR Command Approved Edit Unreserve
EXAMPLE, MARINE 2010-09-15 Florida State University HR Command Approved Edit Reserve

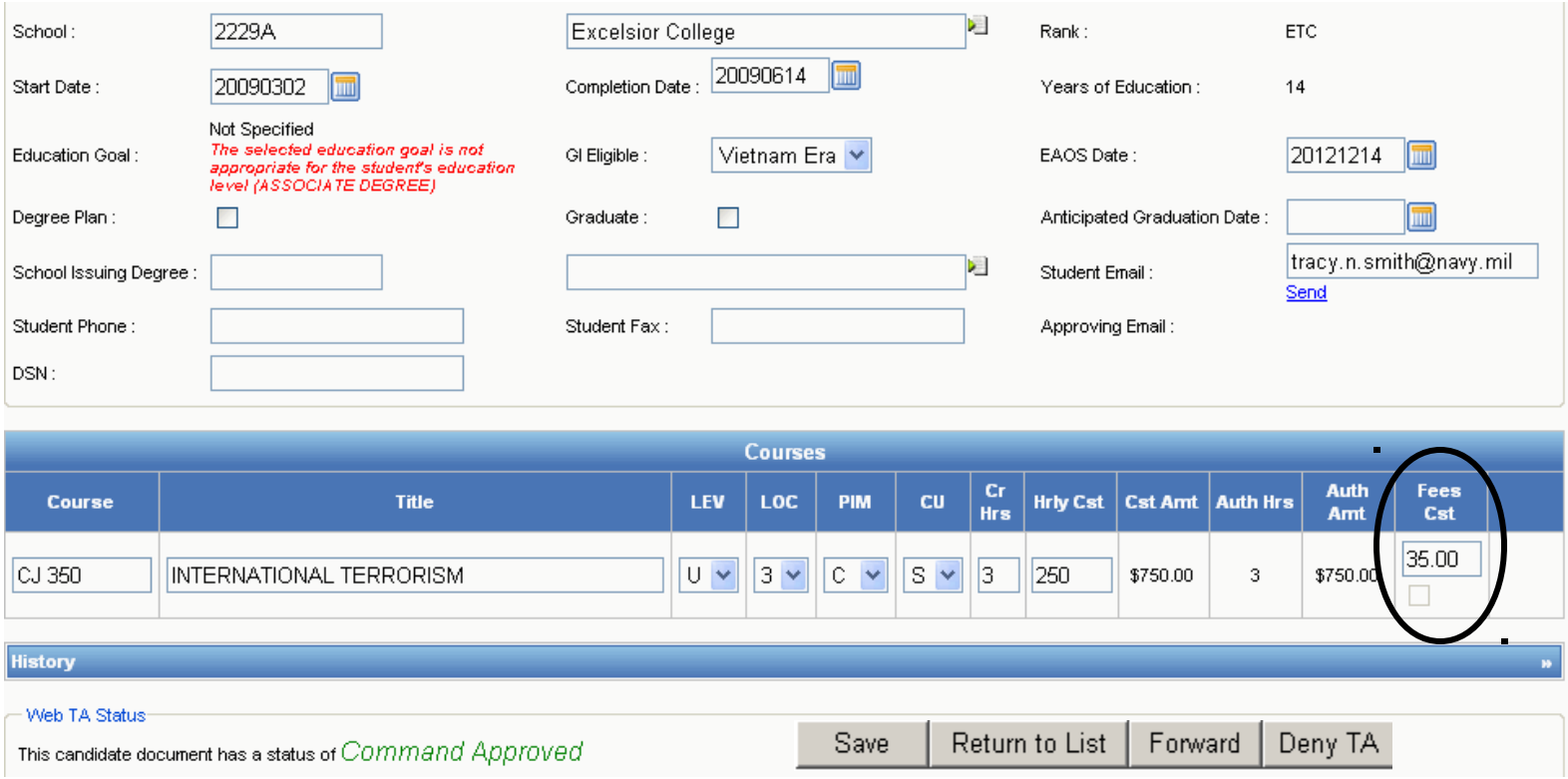
- Yellow highlighted items are documents you have reserved
- Any user with edit privilege can edit a document reserved by a prior editor after unreserving document

Education Office Command Approval



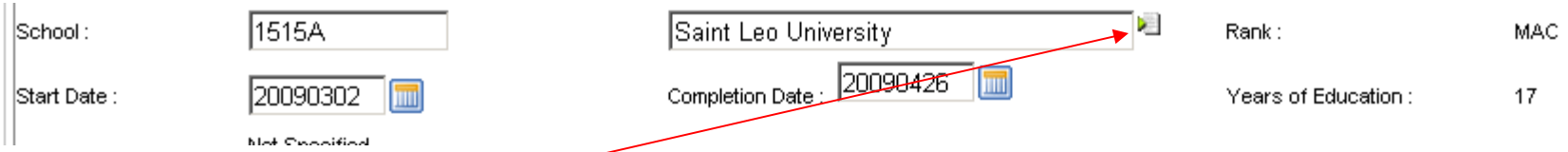
- Command Approval Status are documents that have been approved by the command
- Select edit to review and edit document

IMPORTANT!!

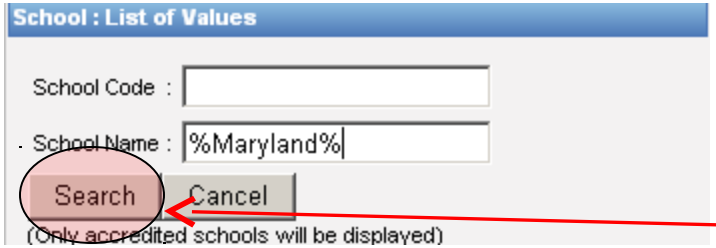


- You must check the Fee box to included Fee Cost in TA calculation. Uncheck to remove fee

Editing School



Click drop down



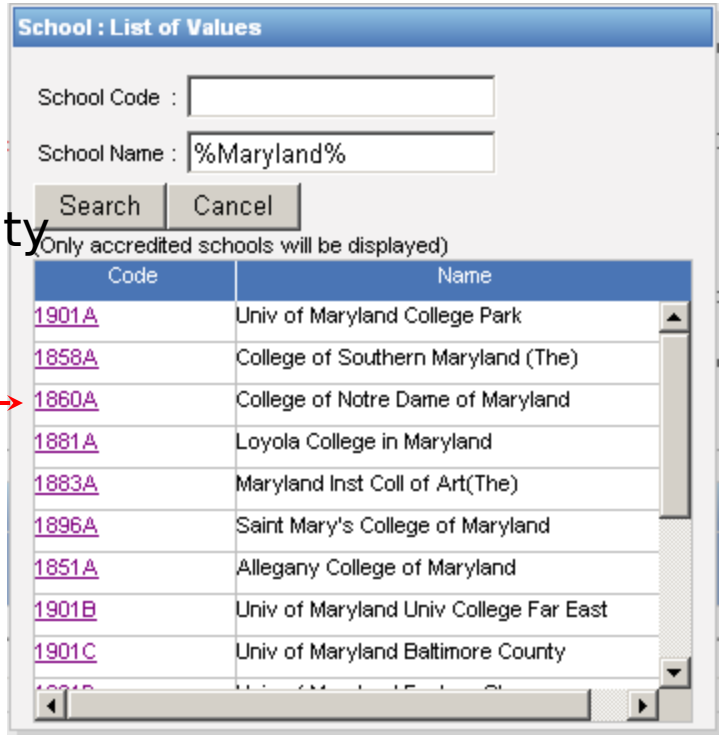
Enter School code if you know it.

If not enter all or a portion of the school name
Use % as a wildcard.

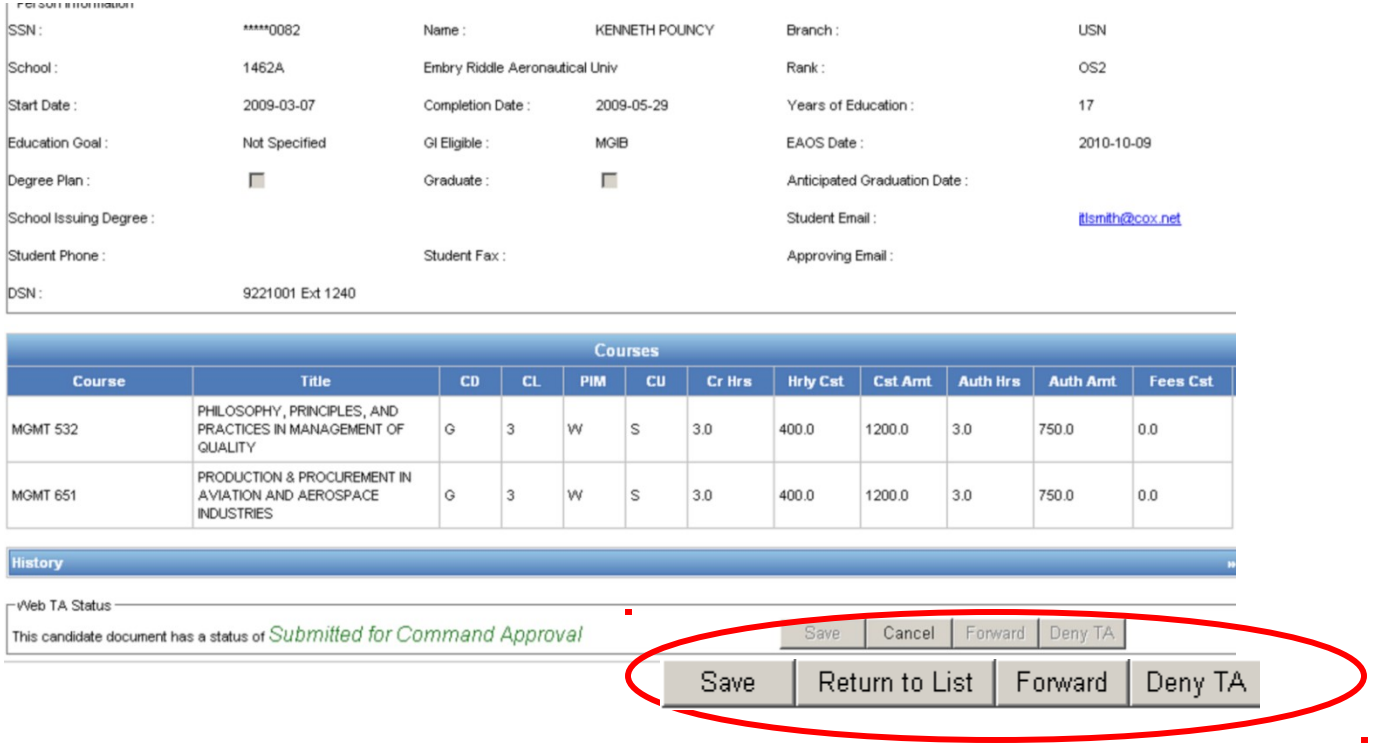
Click search

Returns list of all schools with the word Maryland as part of name. Note University is abbreviated Univ for all school names

Click school code to change school student attends



Education Office
Forward



SSN :	*****0082	Name :	KENNETH POUNCY	Branch :	USN
School :	1462A	Embry Riddle Aeronautical Univ		Rank :	OS2
Start Date :	2009-03-07	Completion Date :	2009-05-29	Years of Education :	17
Education Goal :	Not Specified	GI Eligible :	MGIB	EAOS Date :	2010-10-09
Degree Plan :	☐	Graduate :	☐	Anticipated Graduation Date :	
School Issuing Degree :				Student Email :	jtlsmith@cox.net
Student Phone :		Student Fax :		Approving Email :	
DSN :	9221001 Ext 1240				

Courses

Course	Title	CD	CL	PIM	CU	Cr Hrs	Hrly Cst	Cst Amt	Auth Hrs	Auth Amt	Fees Cst
MGMT 532	PHILOSOPHY, PRINCIPLES, AND PRACTICES IN MANAGEMENT OF QUALITY	G	3	W	S	3.0	400.0	1200.0	3.0	750.0	0.0
MGMT 651	PRODUCTION & PROCUREMENT IN AVIATION AND AEROSPACE INDUSTRIES	G	3	W	S	3.0	400.0	1200.0	3.0	750.0	0.0

History

Web TA Status

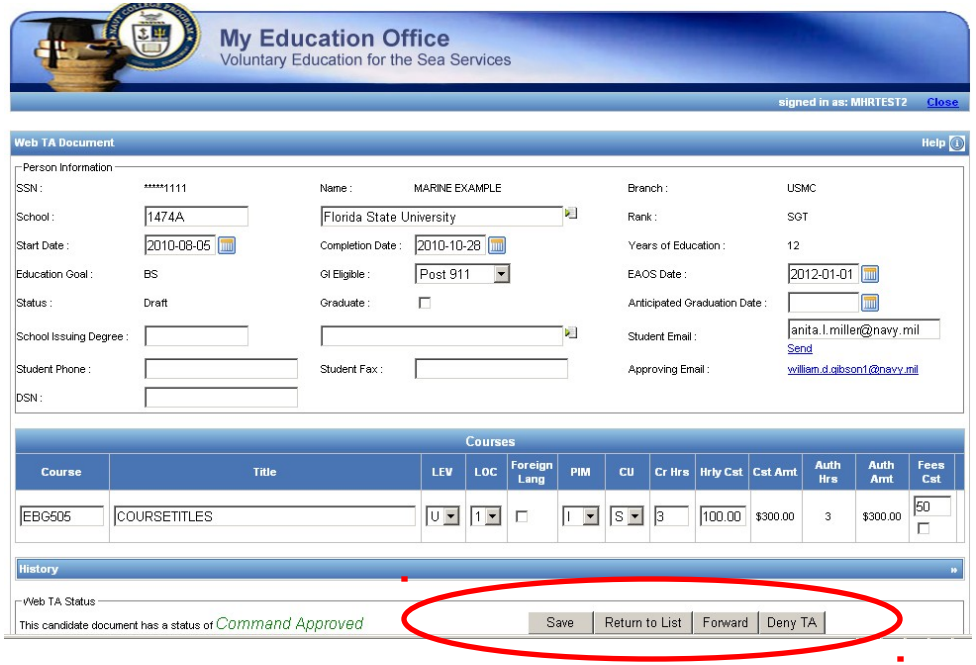
This candidate document has a status of *Submitted for Command Approval*

Save | Cancel | Forward | Deny TA

Save | Return to List | Forward | Deny TA

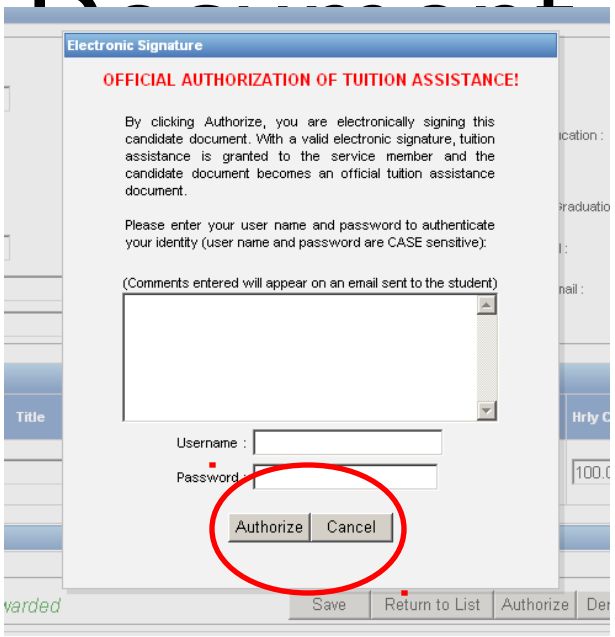
- “Save” changes but not ready to “forward”
- “Cancel” no changes
- “Forward” changes to “Forwarded for Authorization Electronic Signature”
- “Deny TA” student notified by email

Education Office
Forwarded



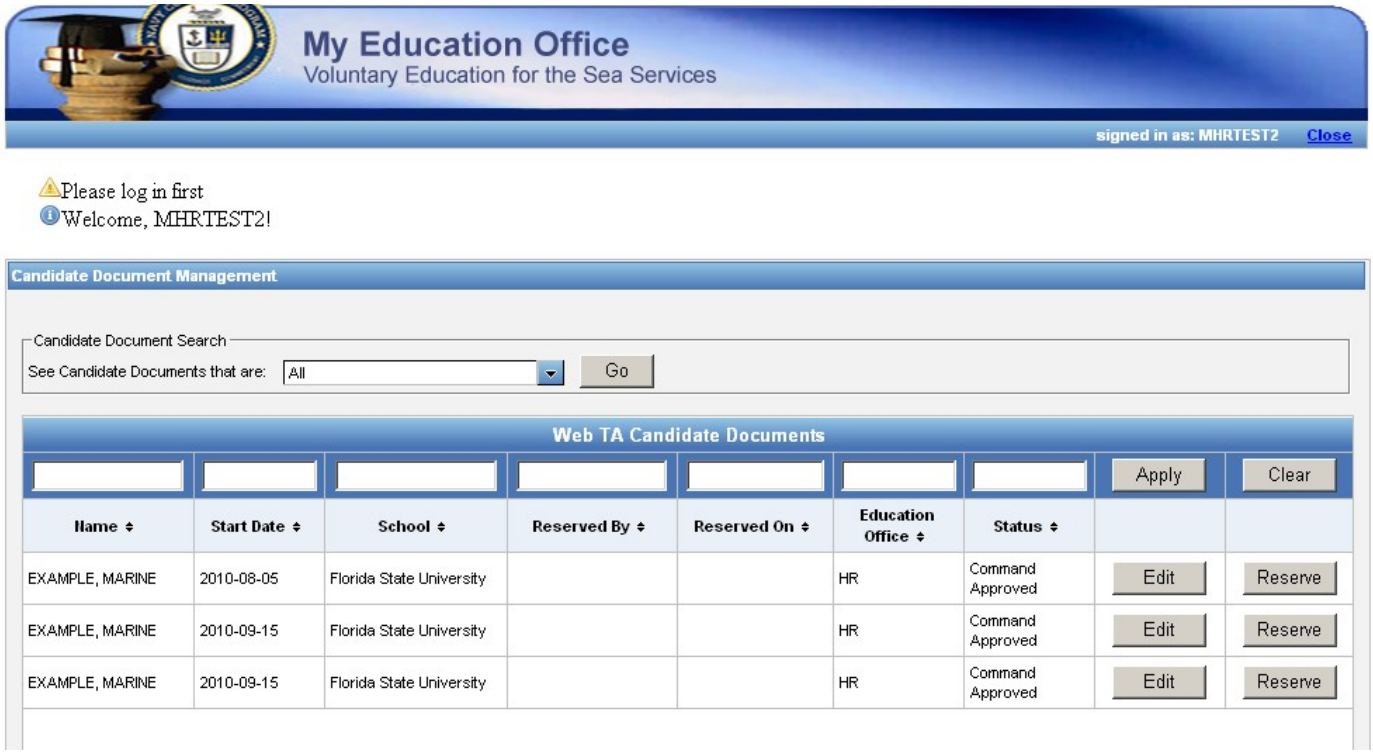
- Forwarded documents can only be accessed by users who can sign TA
- “Save” save changes but not ready to “Authorize”
- “Cancel”
- “Authorize” for “Official Authorization of Tuition Assistance”
  - Enter Username and Password and Select Authorize CASE SENSITIVE
- “Deny” student notified by email that TA has been denied

Forward Candidate Document


Electronic Signature
OFFICIAL AUTHORIZATION OF TUITION ASSISTANCE!
By clicking Authorize, you are electronically signing this candidate document. With a valid electronic signature, tuition assistance is granted to the service member and the candidate document becomes an official tuition assistance document.
Please enter your user name and password to authenticate your identity (user name and password are CASE sensitive):
(Comments entered will appear on an email sent to the student)
Username :
Password :
Authorize
Cancel
Title
Save
Return to List
Authorize

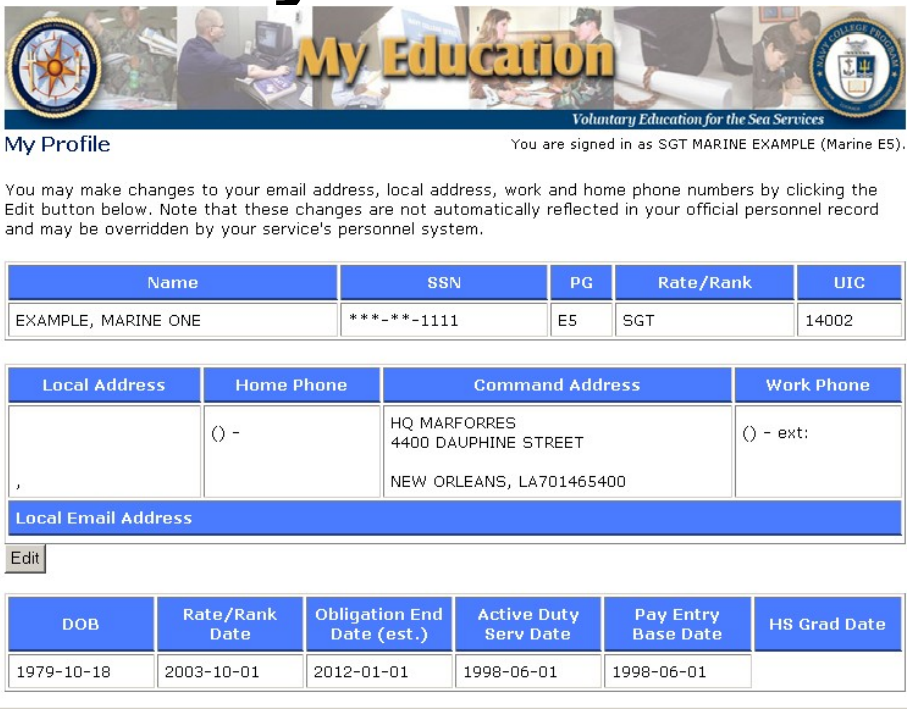
- Selecting “Authorize” changes the candidate document status to “Forwarded for Authorization Electronic Signature”
- Selecting “Cancel” returns request to prior status
- Any comments made in the comment area are seen by students
- User ID must be in caps ‘MHZ01’ vice “mfz01”

Education Office



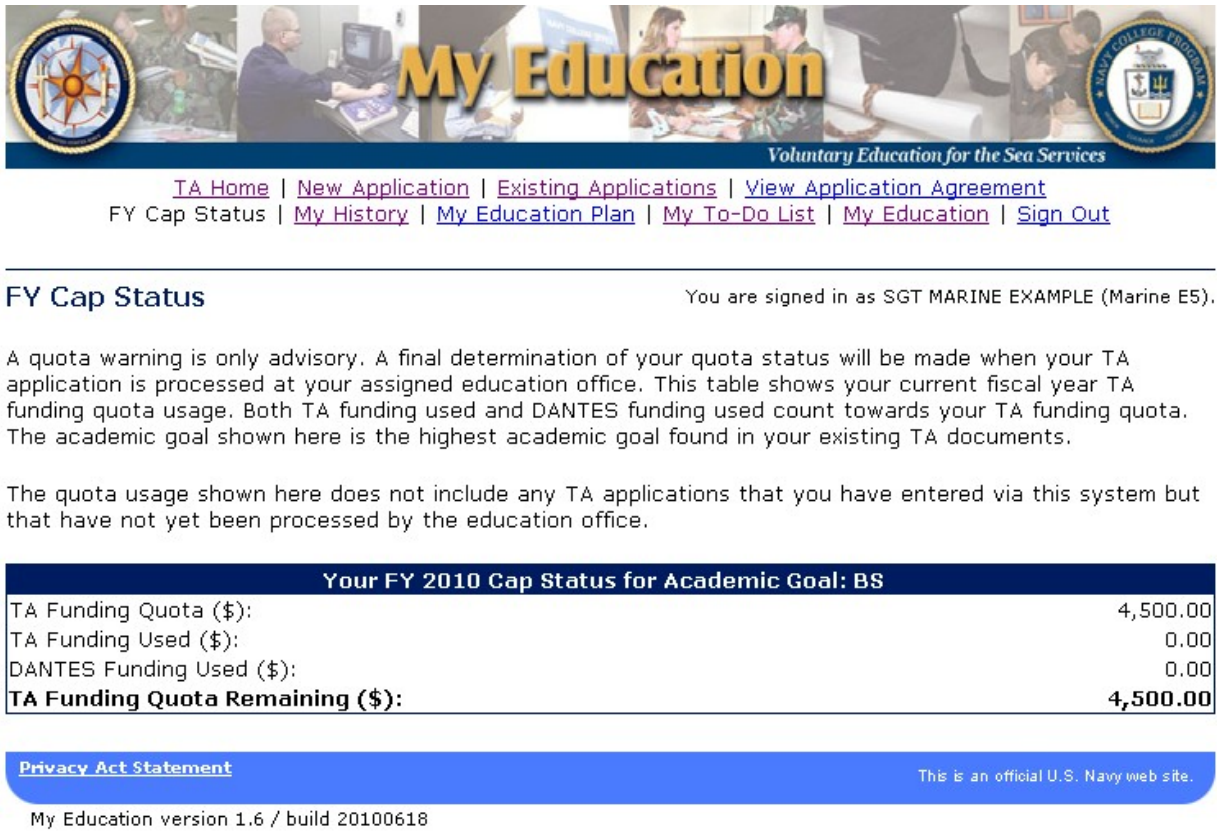
- Once document has an Electronic Signature, document will no longer be visible in this screen

My Profile



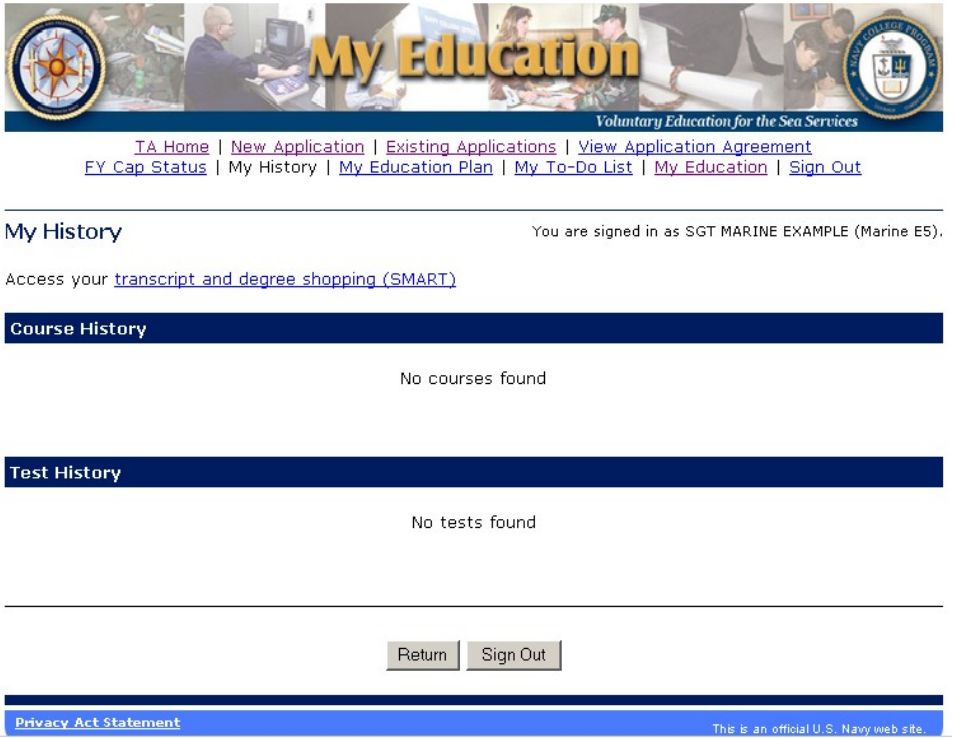
- Allows you to make changes to your email address, local address, work and home phone number by clicking the Edit
- These changes are not reflected in your official personnel record

FY Cap Status


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education Plan | My To-Do List | My Education | Sign Out
FY Cap Status
You are signed in as SGT MARINE EXAMPLE (Marine E5).
A quota warning is only advisory. A final determination of your quota status will be made when your TA application is processed at your assigned education office. This table shows your current fiscal year TA funding quota usage. Both TA funding used and DANTES funding used count towards your TA funding quota. The academic goal shown here is the highest academic goal found in your existing TA documents.
The quota usage shown here does not include any TA applications that you have entered via this system but that have not yet been processed by the education office.
Your FY 2010 Cap Status for Academic Goal: BS
TA Funding Quota ($): 4,500.00
TA Funding Used ($): 0.00
DANTES Funding Used ($): 0.00
TA Funding Quota Remaining ($): 4,500.00
Privacy Act Statement
This is an official U.S. Navy web site.
My Education version 1.6 / build 20100618

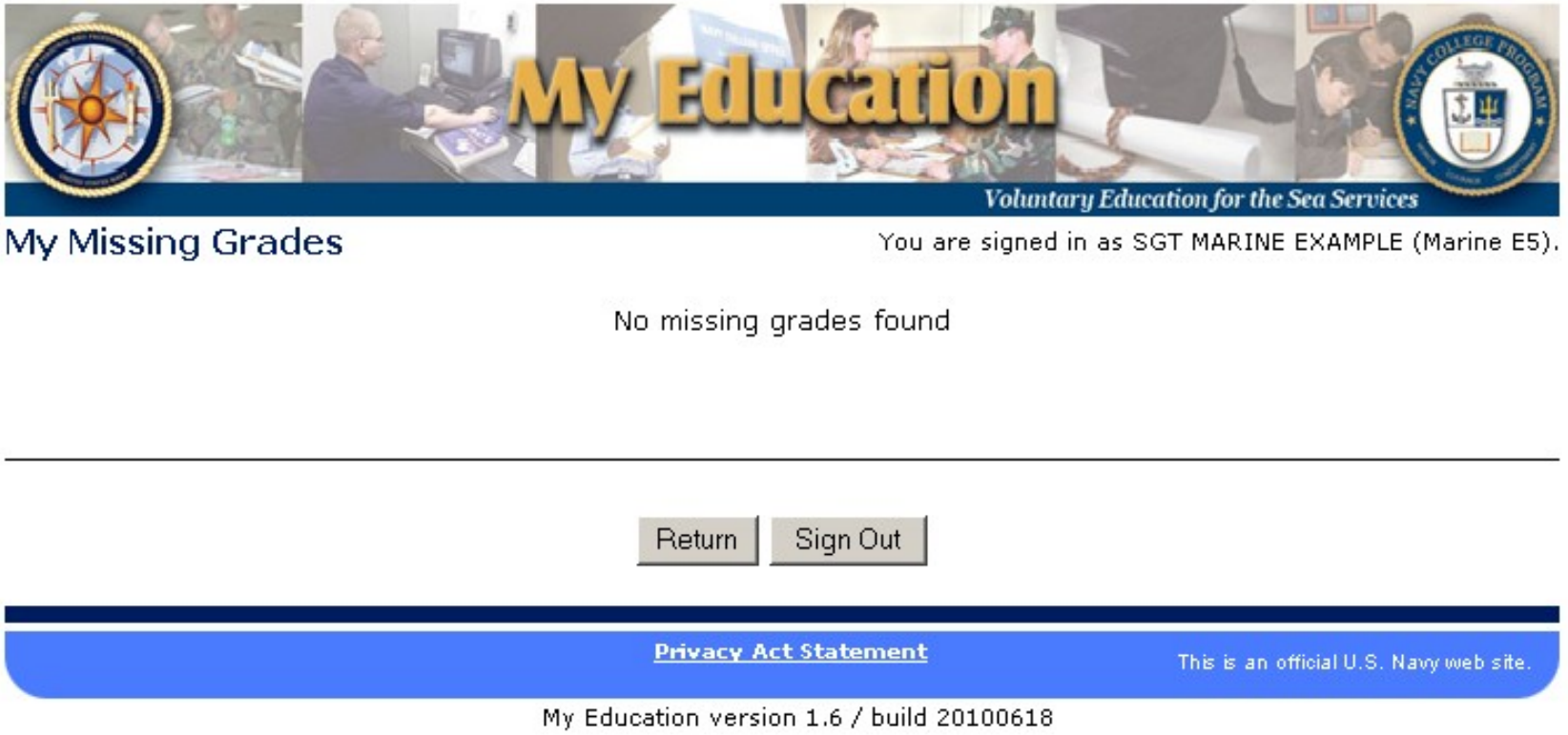
- Provides existing TA Application Status Description

My History


My Education
Voluntary Education for the Sea Services
TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education Plan | My To-Do List | My Education | Sign Out
My History
You are signed in as SGT MARINE EXAMPLE (Marine E5).
Access your transcript and degree shopping (SMART)
Course History
No courses found
Test History
No tests found
Return
Sign Out
Privacy Act Statement
This is an official U.S. Navy web site.

- Courses taken
- Courses with funds owed
- Total number of courses
- Number of semester credits authorized FY
- Test History

My Missing Grades


My Education
Voluntary Education for the Sea Services
My Missing Grades
You are signed in as SGT MARINE EXAMPLE (Marine E5).
No missing grades found
Return
Sign Out
Privacy Act Statement
This is an official U.S. Navy web site.
My Education version 1.6 / build 20100618

- Displays courses with missing grades

My Transcript/Degree Shopping (SMART)

IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE
SMART
Log in to SMART
User Name: (NKO User Name)
CAC LOGIN
Password:
Login
Please Do Not Bookmark This Page
You can either login with your CAC card or your NKO user name and password.
This system is designed to reduce the number of user names and passwords you need to remember.
Account Management
I forgot my User Name
I forgot my Password
I forgot my CAC PIN
Download Security Certificate
New Users
Register as a New User
Register as a Guest User
View the Registration Tutorial
Support
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)
Email:
netc.helpdesk@navy.mil
Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

- Students are able to access their transcripts through SMART